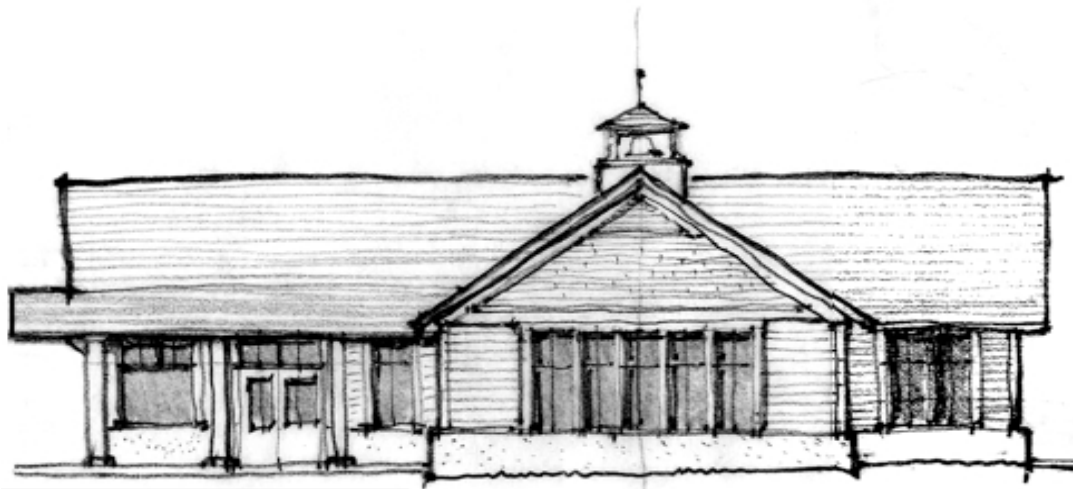


Woodside Elementary School District

School Handbook

2010-11 School Year



For further information, please contact:

Diana Abbati, Superintendent/Principal

Woodside Elementary School District

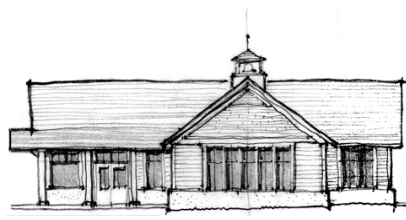
3195 Woodside Road

Woodside, CA 94062

Phone: (650) 851-1571

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Website: www.woodside.k12.ca.us



Woodside Elementary School District
3195 Woodside Road, Woodside, CA 94062
650-851-1571 ~ fax: 650-851-5577
www.woodside.k12.ca.us

September 16, 2010

Dear Members of the Woodside School Learning Community:

On behalf of the Woodside School staff, welcome back to the 2009-2010 school year! Our dedicated staff has been working during the summer planning for this new school year and they are just one of the many reasons Woodside School is so unique. Already we are inspired by "the energy and excitement" in the air. If we can be certain of anything in this changing world, it is that together we can make a difference in the lives of children.

Building relationships between the school and the community is one of our most important goals. Therefore, I ask you to volunteer for a committee or school activity. Whether your talents or interests lie in technology or fine arts, we welcome your support. All of our programs require many hours of dedicated parent volunteers and staff. Without you, we cannot reach our goal to ensure our students have an enriched experience. If you have already volunteered for this upcoming school year, I want to thank you for your support and look forward to working with you.

If you would like to be more involved with your child's education, we welcome you with much appreciation. As you read through this School Handbook, you will find information regarding our school organizations and committees. We've also attached Appendix O as an easy way to reference dates and times of meetings being held throughout the school year.

Please join us in embracing this year's school theme, "*Celebrating success...sharing the brilliance and beauty of Woodside School*" and welcoming all our new families to the Woodside School Learning Community. It is our vision to be an inspiring and supportive learning community working together for the betterment of our students, families, and staff. Please feel free to contact us with any questions or concerns.

Sincerely,

The Woodside Administrative Team

Diana Abbati, *Superintendent/Principal*
Brian Inglesby, *Director of Educational Services*
Steve Frank, *Assistant Principal*

dabbati@woodside.k12.ca.us
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VISION STATEMENT

Woodside children are the town's greatest treasure.
Educating and nurturing them is our contribution to the future.

MISSION STATEMENT

Woodside School provides children from preschool through 8th grade a nurturing yet challenging school environment consistent with Woodside's cohesive, small town character. In collaboration with parents, we will instill in our students a love of learning, respect and compassion for others, and a global, multicultural awareness. We attract and support highly motivated, talented and creative teachers. Sensitive to the individual needs and talents of each child, our teachers provide a balanced, engaging and academically rigorous education. The combination of a stimulating and innovative curriculum in a supportive environment will enable students to achieve their highest potential. Our students will leave Woodside School eager and prepared to meet future academic and personal challenges. Woodside School serves as a model for what public schools can achieve with appropriate resources and community support.

FACILITIES

Woodside School is a unique preschool through 8th grade, one-school district and community facility that offers all the benefits of a personalized small school.

The fifteen-acre campus provides an environment of beauty and an atmosphere of freedom to its students. In addition to the academic buildings there are two soccer fields, one baseball field and two tennis courts. Five separate play areas with appropriate equipment are provided for the preschool, kindergarten, primary, intermediate and middle grades.

The Sellman Auditorium, a large multipurpose room, accommodates a basketball court and movable stage for concerts and dramatic productions. The Woodside Community Gym, a state of the art regulation-sized gym was completed in 2002. The school has two science rooms, an art room, a library and a computer lab. All classrooms on campus are wired to the Internet.

A separate nature area near the creek is reserved for scientific ecological studies. Immediately adjacent to this outdoor area is an outdoor amphitheater that is used for group activities including assemblies, graduation and special program

WOODSIDE SCHOOL HISTORY

Woodside School is one of the oldest schools in San Mateo County. In 1851, John Greer, one of Woodside's original settlers and influential pioneers, donated the first school building and fifteen acres of beautiful land. The building, located where the present tennis courts are situated, was used as a school, church, and auditorium. The school district was called the Greensburg School District from 1868 to 1957.

In 1877, a new wooden two-room schoolhouse replaced the original building. This building, the oldest surviving school building in San Mateo County, was used continuously, first for classes and then for storage and offices. In the autumn of 1989, the building was moved from its original location behind the administration building and renovated to become the Rosekrans Library. The Quist Courtyard, adorned with donated bricks, was then created to embellish the library grounds.

Because of increased enrollment a new building was constructed in 1910. It was used until 1954, when it was declared unsafe, and was removed in 1964. The bell from this building is preserved and stands in the Dorothy Hoffman Memorial Courtyard. A time capsule, containing class lists, school newspapers and other mementos was placed in the bell foundation.

As the town of Woodside grew in the late forties, fifties and sixties, more buildings were added to the present location including the amphitheater, tennis courts and nature preserve. The soccer and baseball fields were developed in the seventies. Willie McCovey Field is named after the former Giants baseball great and Woodside resident.

The multipurpose room was renovated in the 1980's and again in 2002 to become the George Sellman Auditorium. It is named for the long-time superintendent and principal of Woodside School. In 1990, the renovated band room (once the kindergarten) became the Ellison Music Building.

The Woodside School Preschool was established in 1991 and offers programs for children age 2 years and 9 months until kindergarten.

On April 30, 1993, the school suffered a disastrous fire in the middle school wing. A new building has since been constructed, thanks to the generosity of the Geballe Family and other community support. This building provides science laboratory space and art facilities as well as classrooms. The modernization of the 1st through 3rd grades was completed in the fall of 1998. The kindergarten and 4th grade classrooms were updated during the spring and summer of 2000. In 2002, a new community gym and six middle school classrooms were completed.

The construction of twelve new classrooms, an office and staff room, two music rooms, and a student services building was completed in the fall of 2007. After completion of the construction, portable classrooms were removed and the fields were renovated and expanded.

ACADEMIC SCHOOL CALENDAR

Woodside Elementary School 2010-2011 Calendar

Back to School Night: Thursday, Sept. 16, 2010 – Grades K-5th: 6:00-7:00; Grades 6-8: 7:00-8:30; Meet the Specialists 6:00-8:00 p.m.

Month	MON	TUE	WED	THU	FRI		Notes
August	9 [16] 23 30	10 [17] 24 31	11 [18] 25	12 [19] 26	13 [20] 27		16 New Teacher Training (if applicable) 17 Teacher Workday 18-19 Training Days-Team Building 20 Teacher Workday 23 First Day of School – Minimum Day
September	<6> 13 20 27	7 14 21 28	1 8 15 22 29	2 9 [16] 23 30	3 10 17 24	7	6 Labor Day Holiday – No School 16 Back-to-School Night K-8 – Minimum Day
October	4 11 18 25	5 12 [19] 26	6 13 [20] 27	7 14 [21] 28	1 8 15 [22] 29	49	1 Mid-Term Progress Ends – 1 st Trimester 11-15 Middle School Outdoor Field Trip Week 13 Progress Reports - Sent Home 19-22 Parent Conferences – Minimum Day
November	1 8 15 22 29	2 9 16 23 30	3 10 17 [24]	5 [<11> 18 [25]	6 [<12> 19 [26]	66	11-12 Veterans' Day Holiday – No School 19 1 st Trimester Ends – K-8 24-26 Thanksgiving Holiday – No School
December	6 13 [20] 27	7 14 [21] 28	1 8 15 [22] 29	2 9 16 [23] 30	3 10 [17] [24] [31]	79	3 K-8 Report Cards 1 st Trimester – Sent Home 17 Minimum Day 20-03 Winter Recess
January	[3] 10 [<17> 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	98	3 ½ Teacher Training Day and ½ Workday 3 No School 17 Martin Luther King Holiday-No School 21 Mid-Term Progress Ends– 2 nd Trimester 28 6-8 Progress Reports –Sent Home
February	7 14 [21] [28]	1 8 15 [22]	2 9 16 [23]	3 10 17 [24]	4 11 18 [25]	112	21 President's Day Holiday 21-25 Mid-Winter Recess – No School 28 ½ Teacher Training Day and ½ Workday 28 No School
March	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 [24] 31	4 11 18 [25]	135	11 2 nd Trimester Ends 23 K-8 Report Cards 2 nd Trimester – Sent Home 24-25 Parent Conferences-Minimum Days
April	4 [11] 18 25	5 [12] 19 26	6 [13] 20 27	7 [14] 21 28	1 8 [15] 22 29	151	11-15 Spring Break 29 Mid-Term Progress Ends – 3 rd Trimester
May	[2] 9 [16] 23 [30]	[3] 10 [17] 24 31	[4] 11 [18] 25	[5] 12 19 26	[6] 13 20 27	172	2-18 STAR Testing Window 12 Open House at 7:00 p.m. 13 6-8 Progress Reports – Sent Home 30 Memorial Day Holiday
June	6 13	7 14	1 8 15	2 9 16	3 [10] 17	180	10 Last Day of School - Minimum Day 10 Graduation 10 K-8 Report Cards 3 rd Trimester – Sent Home

<p><> = Legal Holiday = Minimum Day (10) = Teacher Work Days (3)</p>	<p> = Local Holiday = STAR Testing Window = Teacher Training Days (3)</p>	<p>Student Attendance = 180 days Teacher Workdays = 3 days Training Days = 3 days Total Teacher Days = 186 days</p>
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Board Approved January 19, 2010

POLICIES AND PROCEDURES

1. ARRIVAL AND DEPARTURE

SCHOOL HOURS:

Office:	8:00 a.m.- 4:00 p.m.
Before school:	8:20 a.m. Students allowed in library
First Bell:	8:10 a.m. Students allowed on campus in supervised areas
Kindergarten	8:25 a.m.-2:30 p.m. (Wednesday 2:30 p.m. dismissal)
Grades 1-8	8:25 a.m. -3:10 p.m. (Wednesday 2:30 p.m. dismissal)

MINIMUM DAYS:	12:30 p.m. K-8 dismissal
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LUNCH SCHEDULES:

K – 8	12:20 a.m.-1:00 p.m. Monday- Friday (same time on Wednesdays)
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ARRIVAL: School starts promptly at 8:25 a.m. for all grades. No student should be on campus before the 8:10 a.m. bell.

Students who are not in place by 8:25 a.m. are tardy and should report to the office for a tardy slip before going to class.

DEPARTURE: All students should be picked up immediately at dismissal time unless involved in school activities or supervised by an adult. There is no supervision for children in kindergarten after their dismissal at 2:30 p.m. Please do not leave your kindergartener unattended after 2:30 p.m.

2. ATTENDANCE FOR GRADES K-8

ABSENCES:

Please call the school, 851-1571 by 9:00 a.m. each day your child is absent. You may also call the attendance voice mail at extension 4. If you do not call the office, you may receive a call from the office.

EXCUSED ABSENCES:

The state's Education Code (Ed Code 46010) states that an "excused absence" occur only under the following circumstances:

1. Illness or injury
2. Quarantine under a county or city health officer's direction
3. For a medical, dental, optometry or chiropractic appointment
4. To attend the funeral service of an immediate family member
5. For jury duty
6. Due to exclusion from school for lack of immunizations.

UNEXCUSED ABSENCES:

Ed Code No. 48205 defines "unexcused absences" in two categories, "Justifiable Unexcused Absence" and "Unjustifiable Unexcused Absence".

Justifiable Unexcused Absence

1. An appearance in court
2. The observance of a religious holiday or ceremony
3. Attendance at a funeral for other than an immediate family member

Unjustifiable Unexcused Absence

1. Family vacations or trips
2. Weather related road closures or car trouble
3. "Shadowing" at another school
4. Non-medical appointments
5. Illness of parent or other family member

When a student is absent for more than two consecutive days, parents may call the office or e-mail the teacher by 10:00 a.m. to request homework assignments for that day. These are arranged at the discretion of the teacher, and, if available, can be picked up in the office at the end of the school day. It is best for students to call a friend for assignments for the first two days of illness.

See **Appendix** for more information for Homework Guidelines.

APPOINTMENTS:

If a student arrives late because of an appointment, he/she must sign in at the office. If a student must leave the campus for an appointment (doctor, dentist, etc.) during the school day, parents must go to the office to sign out the student. Someone in the office will call the classroom and have the child sent to the office. Students may not wait in front of the school where there is no supervision. Upon return, the student should also report to the office and sign in before returning to class. Parents should write a note to the office the day of the appointment or leave a message on voice mail before school so the staff members can be notified in advance.

TARDY

If your child arrives late to school, he/she must report to the office to receive a tardy slip. It is important for students to arrive on time. When children are not punctual, it is disruptive for the child, the teacher and the rest of the class. Excessive tardies will affect your child's citizenship grade and may adversely impact their academic record.

Students who are not with their class by the 8:25 a.m. bell will be marked tardy. After three unexcused tardies in a six-week period, the child will serve an infraction at lunch, and a notice will be sent home.

Student who are more than 30 minutes late to school three times or more are considered truant.

3. BICYCLES, SCOOTERS, ROLLERSKATES, ROLLERBLADERS:

SAFETY: California State Law requires that helmets must be worn by bicyclists under the age of 18. Helmets and safety pads are also required for scooters, rollerskaters or rollerbladers.

GENERAL RULES: No one may bike ride on campus before school or until one half hour after school ends. Riding is restricted to the blacktop areas. Violations may result in confiscation of equipment as well as detentions.

The school is not responsible for theft or damage to bicycles or scooters while on school property.

BICYCLES: Students below 4th grade are not allowed to ride their bikes to school unless accompanied by a parent/guardian. **All bikes must be locked securely in the bike racks.** Bikes may not be left in the racks overnight.

SKATEBOARDING PROHIBITED: *The Board shall not grant the use of facilities for: any use of the facilities which involves horseback riding, motorized vehicle riding and/or skateboarding. Roller-skating and bicycling are allowed in asphalt areas of the school campus on school days 30 minutes after school is dismissed until sunset, and on non-school days sunrise until sunset.*

WHEELS: Shoes with built-in wheels must have the wheels retracted.

4. CHILD ABUSE REPORTING

Section 11166.5 of the California Penal Code requires that any child care custodian, medical practitioner, non-medical practitioner or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and a written report thereof within 36 hours of receiving the information concerning the incident.

Teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private schools are considered to be childcare custodians.

5. CLASS FUND FOR GRADES K-8

At the beginning of each school year, room parents for each classroom will assess parents a voluntary donation to be used for a class fund. The amount will vary depending on the class. The fees will cover class parties, auction gift, teacher gifts and field trips. You will be notified of the amount requested by the PTA room parents during the first month of school. If you need assistance in paying this fee, please notify the office staff. The PTA has a scholarship fund that can assist you. Requests are confidential.

6. COMMUNICATION

PARENT CONCERNS: Concerns raised by parents or guardians involving their child's classroom experience should be resolved as quickly as possible. Parents/guardians are urged to discuss their concerns directly with the teacher when the concern surfaces. If the concerns are not resolved at this level, the parent/guardian should then discuss the matter with the Administration. Other concerns may be discussed with the school counselor. 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 call one of them.

MONDAY e-BULLETIN: Announcements of all special events, school news and meetings are made in the Monday Bulletin. In the interest of conserving natural resources, the Monday Bulletin is published on line at www.woodside.k12.ca.us. If you wish to receive a paper copy of the bulletin, please contact the office. Extra copies of the bulletin are available in the school office on Monday morning.

DEADLINE FOR PUBLICATION: Written articles must be submitted to the school office by 8:00 AM on Wednesday in order to be in the following Monday's bulletin. If you want to send an e-mail, the internet address is: www.wesbull@woodside.k12.ca.us. You may e-mail articles, but please notify the office by phone, since certain formats are incompatible with our system. The Community News section provides information about organizational activities. The school can no longer print or insert flyers that do not relate directly to the entire school. *All articles must be electronically sent to the office.*

TEACHER NEWSLETTERS: Many of the teachers send periodic classroom newsletters home with the children. Their purpose is to communicate to you the specific activities of your child’s classroom.

BINDER REMINDERS: Students in grades 2 – 8 are required to use the binder reminders that the school provides. Their purpose is to maintain a record of their daily assignments. They are a great organizational tool. Parents are expected to review the binder reminder on a daily basis so that they are aware of their child’s assignments. The cost to replace a lost binder reminder is \$5.

SCHOOL DIRECTORY: The school directory is compiled by the Woodside School Foundation and the PTA. You must sign a permission form in order to have your name and other information included or excluded from the directory. The directory is distributed in the fall to all families that have joined the PTA. Additional copies may be obtained through the office for a nominal fee if you are a member of the PTA.

SCHOOL HANDBOOK: This book serves as a guide to the policies, procedures, activities and resources available at Woodside School. It is compiled through the joint effort of parents, staff and administration. It is distributed to new families by the office and is meant to be a reference tool. It is available online at www.woodside.k12.ca.us. Please refer to it before calling the office with a procedural question.

PARENT ABSENCES: When parents leave on vacation or business without their children, they should give the school a note indicating their date of absence and the name of the persons responsible for their children during their absence.

7. DAY CARE

NEW HORIZONS DAYCARE AND CAMP:

Our students have the opportunity to attend New Horizons, a day care program in Portola Valley. They send a van to our school to transport students to their center. Most days the program is open until 6 pm. If you would like to learn more about their after school programs or their Summer Camp Program, please stop by the school office to pick up a brochure or call (650) 851-5671 to speak with their director.

8. DISCIPLINE POLICY

Though few of our students become subject to the school’s discipline policy, we feel that it is important to have a clear procedure for correcting a student’s inappropriate behavior. Our goal in administering the discipline and detention system is to create a safe and orderly environment that is conducive to learning for our entire student body. See **Appendix** for more information.

9. DRESS CODE - See **Appendix** for more information.

10. ELECTRONIC EQUIPMENT - See **Appendix** for more information.

11. EMERGENCY PLANS:

In case of a disaster such as a major earthquake or prolonged power outage, children will be supervised at the school site until a parent or emergency contact person picks up the child. Earthquake and fire disaster drills are held throughout the year and the children are familiarized with all emergency procedures. First aid and emergency supplies are stored on campus in case of an emergency. See **Appendix** for more information.

The school has procedures in place in case of a hostile intruder on campus. Please contact the school office for details.

EMERGENCY INFORMATION CHANGES AND ADDITIONS:

Parents should stop by the office or send a note whenever there is a change in information regarding a Woodside student. Changes in home or work phone numbers, address, marital status or health information should be reported to the office as quickly as possible.

POWER OUTAGE PROCEDURES:

Once school starts in the morning *we will not close the school* if there is a power outage. Students may go home during an outage or storm if their parents come for them, or contact us by phone to allow another adult to take them home. Students will not be allowed to leave campus by themselves or with a person on their emergency list unless we have heard personally from the parent. **ALL K-8 STUDENTS MUST CHECK OUT IN THE OFFICE BEFORE LEAVING CAMPUS.**

If the administration declares that school will be closed for the day, we will put an announcement on the radio (KGO 810 and KCBS 740).

12. 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: Parents are asked to provide transportation for most local field trips. 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. A seat belt must be used by each passenger. 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. Charter bus transportation is used only when necessary and financially feasible.

SCHOLARSHIPS: Most field trip expenses are included in the class fund. However, some of the outings are more expensive and do require an additional fee. Scholarship funds are available via the PTA to help families who may need assistance. Please see the office staff if you wish to apply for partial or full scholarship. Inquiries will remain confidential.

13. FUND RAISERS

Woodside School approves fund raisers that directly benefit the school, families, the environment or children’s health. Woodside School groups/individuals are encouraged to take into consideration the wide variety of opinions that exist in the school community in their selection of fund raisers, and parents are encouraged to discuss with their children their own family values related to giving. Questions about fund raising should be directed to the Superintendent/Principal.

STUDENT CLASS FUND RAISING EVENTS:

Magazine Drive- Conducted in the fall to raise Student Council funds.

Ice Cream Sales- Student Council sells ice cream on Fridays at lunch.

Sally Foster Gift Wrap- Conducted by the 8th grade to support the scholarships for the Washington DC trip.

PTA FUND RAISER:

The PTA raises money through the scrip program and PTA membership fees. The PTA also pays for scholarships for families in need so all students can participate in field trips and other school events. The scrip program generates income for the PTA through purchases you make of everyday goods such as groceries, clothing and books from participating merchants. Information regarding the scrip program is included regularly in the Monday Bulletin. We hope every family will use scrip and support the PTA. For more information contact the PTA scrip committee members.

WOODSIDE SCHOOL FOUNDATION FUND RAISERS:

Fall Campaign:

This is a direct mail fund raiser that raises about half the Foundation’s annual income by direct donations from Woodside School parents and the Woodside community.

Grand Auction:

This is a dinner-dance with silent and live auctions of items donated by Woodside parents and the local business community.

14. HEALTH/MEDICAL EMERGENCIES

IMMUNIZATIONS:

All children entering school at the 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 1st grade (6 months before kindergarten).

ILLNESS OR INJURIES AT SCHOOL:

The school office is equipped to handle all minor ailments and injuries. Parents will be notified and asked to come for the child if the student exhibits any of the following: temperature above normal, nausea or vomiting, severe headache, evidence of a communicable disease, lice, or complaints from the child feeling ill when the child was home the day before or felt ill before coming to school.

If a child has had fever, vomiting or diarrhea within the past 24 hours, do not send him or her to school.

In the event of a medical emergency, the following procedure is followed:

- The office is notified.
- Parents are notified. If they are not available, the person listed as an emergency contact on the child's record is notified.
- If no emergency contact can be located and the child needs further emergency care, the child will be taken to your family doctor or hospital in the company of a school employee.
- The Woodside Fire Department paramedics will be called in the event of a major emergency.

EMERGENCY FORMS:

It is important that you have a current, signed, emergency form on file in the office. If your work phone changes, emergency contact persons change, or if any other vital information is no longer current, please notify the office immediately.

COMMUNICABLE DISEASES:

Please report all communicable diseases to the office (strep. throat, "pink eye", measles, chicken pox, etc.) Also report any case of head lice as quickly as possible. Written notification will be sent home if a classmate comes down with a communicable disease. Students who have been exposed to a communicable disease will receive an "exposure notice" which explains the symptoms of the disease, and the requirements to return to school.

LICE

All students with suspected cases of head lice will be sent home for treatment. All students must be free of nits before returning to school. Students who have head lice or nits will not be allowed back in class (See **Appendix** for more information).

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.

15. LOCKS AND LOCKERS:

Students in 6th, 7th and 8th grades are assigned lockers at the beginning of the school year. (See **Appendix** for more information.)

16. LOST AND FOUND

Please be sure that all outer clothing, lunchboxes and backpacks are marked with your child's name. There is a lost and found collection area near the school office. All students are urged to check regularly for missing items. These items are donated to charity weekly if unclaimed. Although we will make an effort to return marked items to their owners, some items marked with names may end up in the lost and found and will be donated if unclaimed.

17. LUNCHESES

Woodside School does not have a cafeteria. Students may bring their own bag lunches. **No glass, please.** Children who forget their lunch should go to the office to check to see if a lunch has been dropped off for them. If you bring lunch for your child, please bring it to the office *before* lunchtime. **Do not bring lunches to the classrooms.**

LUNCH PROGRAM: Hot lunch is provided by a hot lunch service Monday through Friday to students who have preordered them.

MILK: Parents may pay yearly for milk. Milk is available to the kindergarteners at snack time and to grades 1-8 at lunch.

SNACKS: Students need to bring their own snacks every day if they want a snack to eat during recess.

ICE CREAM: Ice cream is sold by the Student Council on Fridays after lunch for about \$1-\$2 each.

18. NO SMOKING/NO DOGS ON CAMPUS

Smoking is not permitted on campus at any time. Dogs are forbidden on campus at all times.

19. PARTY INVITATIONS

When your child invites some of his/her classmates to a private birthday or other party, please do not distribute the invitations at school unless the whole class is invited. Mailed invitations or telephone calls prevent hurt feelings for both children and parents.

20. SCHOOL PICTURES

Class and individual school pictures are taken in the fall. Information will be in the Monday Bulletin. Parents can order various packets. Please see the office staff if you need financial assistance to order the basic packet. There is an additional picture day in the spring for individual and group pictures.

21. SCHOOL RULES - See Appendix for more information.

22. TELEPHONE

Students may use the telephone in the school office for emergencies only. Cell phones may be used before or after school only, but must be turned off and secured in the student's backpack or locker. Students caught using cell phones at inappropriate times will be disciplined accordingly.

Incoming calls disrupt the classroom. If you need to contact your child, please leave a message with the secretary in the office or leave a voice mail for the teacher. Telephone calls for students will not be put through to the classroom unless there is an emergency situation.

23. VOLUNTEERING

Educators say the most successful children have the most involved parents. Woodside has volunteers in all areas, including the PTA, School Foundation, the garden, the library and the classroom. Some tasks are ongoing; others take only a few hours. Please contact your room parent or the volunteer coordinator, whose names are listed in the directory. Guidelines for classroom volunteers are explained in Board Policy #1050: Volunteer Assistance on the school website. See **Appendix** for more information.

ACADEMICS

CURRICULUM

Woodside School takes pride in its academic excellence. Students consistently score high on achievement tests. Woodside School has been recognized as a California Distinguished School for its outstanding performance on the statewide California Assessment Program. Teachers selected to teach at Woodside School are well prepared and appropriately credentialed.

For a detailed curriculum description, please see our web site at www.woodside.k12.ca.us.

ART

Woodside School has one full-time art teacher along with the necessary materials to provide a Kindergarten-8th grade art program. The focus of the program is the study of art history, the appreciation of art and the production of art as a statement of its study. The art teacher works closely with classroom teachers to integrate art throughout the curriculum.

FOREIGN LANGUAGE

Spanish is taught in 4th-8th grades. The program's goal is to have students literate in a second language by the end of 8th grade. Students who do well in Spanish advance to the second or third year of high school Spanish in the ninth grade.

EARLY LITERACY

Primary (Kindergarten-3rd grade) teachers participate in an intensive training program in Early Literacy begun in the 1997-98 school year. Teachers are trained to better help all children achieve high levels of literacy in these formative years. Reading Specialists serve as peer coaches, supporting the K-5 grade teachers in the classroom.

The Reading Recovery program, which focuses on first graders at risk of falling behind in reading or writing, is one part of Early Literacy. All incoming first graders are tested, and if found to be "at risk", take part in an individualized program, meeting with a Reading Specialist each day. Children stay in the program until reading is at or above the average for students in their classroom.

A second component of Early Literacy is small group instruction in grades K-3.

MATH

The math program is designated to challenge students' problem solving and critical thinking skills. Math concepts are reinforced through the use of manipulatives. Pre-algebra is offered in the 7th and Algebra in the 8th grade.

MUSIC

GENERAL/CHORAL MUSIC

All K-4 grade students study general music education (music theory, music history, music element, aesthetics, performance skills and 3rd graders participate and perform in May Day celebrations).

Students in 2nd-8th grades can join the choir that performs regularly throughout the year.

INSTRUMENTAL MUSIC

All 4th grade students learn how to use a Soprano recorder. All 5th and 6th graders learn a band or string instrument. In 7-8 grades band, strings and jazz band are electives.

PHYSICAL EDUCATION

Physical Education is an integral part of the overall educational experience in all grades. The physical education program provides many varied experiences to challenge students and allow them to reach their full potential. The goals are for the students to increase their positive self-concept, attain fitness, develop movement coordination skill and be physically active. Participation in the physical education program at Woodside School will help students to be well-rounded individuals and encourage them to be physically active for life.

PE EXCLUSION POLICY

Participation is required in physical education. If a student is unable to participate in PE for any reason, an exclusion policy dictates alternate activities. (See Board Policy #6140: Physical Education, on the school website, and **APPENDIX F** Physical Education Exclusion Policy.)

TECHNOLOGY

The goals of the technology program are:

- To improve academic achievement of all students and to provide meaningful opportunities to teach technology skills necessary for the Information Age of the 21st century.
- To use technology and networking for collaborative activities that develop exciting new curriculum.
- To work with teachers integrating multimedia into all aspects of the curriculum.

Emphasis is on the access of information, for linking teachers, students and parents to students, businesses, universities and research centers worldwide.

ACADEMIC ASSESSMENT

REPORT CARDS/PROGRESS REPORTS K-8

Report cards for all students are sent home three times each year: in December, March and June. Report cards represent the student's performance over the previous twelve-week period.

Progress Reports are sent to students in grades 6-8th. Progress reports are mailed home at the midpoint in the second and third trimesters.

PARENT CONFERENCES

Teacher/parent conferences are scheduled twice during the school year or by arrangement. In the fall conferences are held during four minimum days. On at least one of the days, teachers will be available to meet with parents in the evening.

Conferences are also held in the spring. These are during two minimum days.

Additional conferences can be scheduled during the year at the request of the teacher or the parent.

HOMEWORK POLICY

Homework is an integral part of the educational program in the Woodside School District. See **APPENDIX** for more information.

Homework that is not turned in may affect both a student's academic and citizenship grades. Students who do not turn in homework on the day that it is due may be assigned a homework infraction.

ACADEMIC INTEGRITY POLICY - See **APPENDIX** for more information.

ACADEMIC TESTING

Students in grades 2-8 take the state mandated achievement tests each May. Individual results are shared with the parents in the summer.

SUPPORT SERVICES

FAMILY SITUATIONS

Please notify the teacher or office of any unusual circumstances occurring within your family that may affect your child. It is helpful to know, for example, if there is a death in the family, or an acute illness of a family member so that the staff can support your child in dealing with the circumstances. Certainly your confidentiality will be preserved in these matters.

LIBRARY

The Rosekrans Library, housed in a beautiful 120 year old school house, is a blend of the best of the old and the new. Students browse the shelves finding wonderful old and new fiction and picture books, or search the collection on a computer database.

A credentialed librarian coordinates resources and lessons with the teachers to help students gain research and study skills.

Classes come in for stories, book talks, research, and book check out time. Students may also come in independently with the teacher's permission.

Contact the librarian if you are interested in volunteering in the library.

NURSE

The nurse is responsible for screening and identifying health problems and for hearing and vision screening. While the nurse is at Woodside School only a few days a year, she is usually available by phone for consultations as the need arises.

SPECIAL EDUCATION

Woodside School provides a full continuum of special education services if a student meets the eligibility criteria mandated by the State of California. These services are individually designed and based on the student's unique learning needs. Woodside School provides specially designed instruction for preschoolers who have intensive language/learning needs and students in grades K-8 who have mild to intensive language /learning needs. The special education staff works closely with parents and the Woodside School Student Study Team to identify and refer students for a special education assessment.

Woodside School Special Education staff is comprised of a Director of Educational Services, Secretary, Special Educators (Integrated Support Teacher, Resource Specialist), Speech and language Specialist and School Psychologist. Additional service providers can be contracted as individual student needs arise.

SCHOOL ORGANIZATIONS

CLIMATE COMMITTEE

The Woodside School Climate Committee, consisting of staff, parents, community members and students, is charged with developing activities, procedures and policies that build a positive climate throughout the school, increase school pride and make discipline everyone's personal responsibility.

Each year the Climate Committee selects a theme for the year that encourages self-esteem, positive interaction and respect for each other and our world.

Protecting our environment and recycling are other areas promoted by the Climate Committee. There are recycling bins in every classroom and students are in charge of collecting them on a regular basis. Our other environmental goal is to encourage all students to take responsibility for keeping our campus clean and beautiful.

The Woodside School Garden is a Climate Committee project. Maintenance, expansion and utilization of the garden are all responsibilities of the Climate Committee.

Every other year, the committee has organized a Fall Harvest Festival to benefit St. Anthony's Kitchen. Products from the garden are sold, turned into salable craft items or donated directly. All classes, as well as the music and art departments participate in this popular and successful event.

The garden also provides opportunities for cross-grade cooperative projects, instructional opportunities in organic gardening and serves as an alternative classroom, complete with tables and benches.

Community service activities are promoted by and reviewed by the Climate Committee. Rules and guidelines have been generated by this group with the School Board's approval for graduation requirements. Membership in the Climate Committee is open to anyone who has an interest in enriching our school beyond the classroom. The committee meets once a month. Your ideas and participation are welcome.

GRUPO UNION

Grupo Unión is a predominately Spanish speaking parent group that meets on Thursdays every other month. A typical meeting agenda consists of important school announcements and business as well as planning for large school functions like the Back to School BBQ and May Day. Grupo also contacts special speakers to come and share information on topics related to children similar to the PTA lecture series. Meetings are conducted primarily in Spanish. There is a Grupo Unión parent liaison to the PTA. Everyone is welcome! See **APPENDIX** for more information.

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, review the implementation of the School Improvement Plan, disseminate information regarding the School District to the general community, and recommend changes and additions to curriculum development.

Among the tasks that the Site Council performs is the administration of an annual parent survey, the results of which help in forming the school goals. Membership to the Site Council is open in the fall of every year to parents and staff members.

SAFETY COMMITTEE - See **APPENDIX** for more information.

PTA

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.

In addition several PTA Room Parent Forums are scheduled throughout the year. The forums provide an opportunity for parents to exchange ideas with each other and the school administration. Check the school bulletin for meeting dates.

The PTA sponsors a variety of events as well as providing financial and volunteer support for activities promoted by other school organizations. PTA functions include: the back-to-school coffee, back-to-school barbecue, parent education programs, after school mini-workshops, May Day parade and carnival, holiday gift of giving, school directory, school handbook, class funds, field trips, and scholarships.

The PTA sells t-shirts, sweatshirts and other items with the school logo. These items can be purchased in the school office and at a variety of PTA sponsored events.

PTA PARENT EDUCATION

The PTA offers educational programs, which provide a forum for discussing common parental concerns such as education, growth development, behavior and interaction of children. The programs include guest speakers, workshops and multimedia material and are held on selected evenings throughout the school year. Specific topics and timing will be announced in the Monday Bulletin.

ROOM PARENTS

The function of a room parent is to coordinate parent participation in the classroom and promote school hospitality. Some of their duties include organizing volunteers in the classroom, planning field trips, facilitating classroom celebrations and special projects. Each class usually has two room parents. Their names are listed in the school directory. Please feel free to call them should you need information on any class or school wide activity.

SCHOOL BOARD

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

WOODSIDE SCHOOL FOUNDATION

The Woodside School Foundation is a tax exempt, non-profit charitable organization. The mission of the WSF is to provide a dependable flow of funds to supplement the budget at Woodside School. The aim is to ensure continued excellence in academic, social and cultural programs at school.

The Foundation raises this financial support from the parents and the wider community. The money raised by the Foundation's Fall Campaign, Grand Auction and directed gift programs provide funds for the library, classroom music, strings and band, Spanish, physical education, technology, counseling, art, reading discovery and class size reduction.

The Foundation Board is made up of 18-21 parents/community members and meets once a month, generally the third Thursday at 7:30 P.M. The meetings are open to the public.

STUDENT AND OTHER ACTIVITIES

AFTER SCHOOL SPORTS

The Woodside School District offers a comprehensive after school sports program. This fee-based program was established to provide a variety of athletic opportunities for district students. It is administered by school appointed Athletic Directors. The major goal of the program is to develop sportsmanship, knowledge of sports and athletic skills. In the past, approximately 80% of the students have participated in this extensive program. Sports included in the program are:

Flag Football	6-8 grade boys & girls
Volleyball	4-8 grade girls
Basketball	1-8 grade boys & girls
Soccer	K-6 grade boys & girls
Track & Field	4-8 grade boys & girls

Registration forms are available through the Monday Bulletin prior to each season.

BACK TO SCHOOL NIGHT

Back to School night is held in early September for parents only. Parents report to their child's class where the teacher will explain the grade level curriculum, standards and activities for the year.

COMMUNITY ACTIVITIES

Although not officially sponsored by the school, activities such as soccer, Alpine/West Menlo Little League baseball, Boys and Girls Scouts and other clubs are available to Woodside students. Notices are sent home in the Monday Bulletin and information on these after school programs is available in the school office.

DANCES

Fall dances are open to the 7th & 8th grades, with 6th grade attending in the spring. These are planned and sponsored by the Student Council. Dances are chaperoned by school staff members and parents and are open to currently registered Woodside students. Pre-registered middle school age guests may attend with the permission of the Administration.

HALLOWEEN

Halloween is a festive event for Woodside School. In grades K-3, costume parties are planned for the classrooms. Teachers usually send home information regarding their individual celebration. K-3 students parade through the school showing off their costumes to the children in the upper grades and staff members. Siblings and parents are invited to attend the parade. Grades 4-8 plan their own classroom celebrations for the day. The Great Pumpkin contest takes place each year. Students enter their carved pumpkins in various categories, and the pumpkins are judged. All classes visit the display during the school day.

HARVEST FESTIVAL

This event is a project of the Climate Committee, with the support of the PTA, and occurs every other year. The students, along with the Climate Committee, harvest the garden. The fruits of the garden along with baked goods and crafts made of natural materials by the students are sold. The proceeds of this event have been donated to St. Anthony's Dining Room, with the remainder of the funds saved to perpetuate the garden.

MAY DAY PARADE AND CARNIVAL

Each year on the first Saturday in May, the entire town participates in the May Day Parade, which is sponsored by the PTA. A parade theme is chosen and the children are encouraged to dress in costume accordingly. Following the parade there is a traditional May Pole Dance performed by the third grade. An all school/community carnival with lunch, field games, class booths and entertainment make this a not-to-be missed day for students and families alike.

MUSIC CONCERTS

The music department presents several programs during the year. There are winter and spring concerts involving recorders, strings, band, jazz band and chorus.

OPERETTA

One of the most enjoyable Woodside traditions is the annual Eighth Grade Operetta. Each spring, the operetta stars the entire eighth grade. Each year's new musical production is a lovely farewell from the eighth grade to the entire school. The proceeds help pay for the various eighth grade activities as well as provide a special class gift for the school.

SCIENCE FAIR

Annual science fairs are open to grades K-8. Student projects deal with topics ranging from oil spills to global warming and the effects of meditation on blood pressure. All 6th through 8th grade first and second place finishers are entered in the San Mateo County Science Fair. Winners will then go on to the San Francisco Regional Science Fair.

STUDENT COUNCIL

Student Council Members are elected by the student body and are supervised by a teacher and an administrator. Student Council teaches self-government and leadership through participation in parliamentary procedures and the election process. The Student Council has supported Mother Branch from the East Palo Alto Community Center, cancer research and school projects. The annual magazine drive held each October is the main fundraiser and involves grades 6-8. The students contribute to the community by participating in a variety of activities, including the May Day celebration, canned food drives and a Holiday food/clothing drive. School events sponsored by the Student Council include school dances, field day, ice cream sales, and school spirit dress-up days.

YEARBOOK

The yearbook features pictures of students from all grades as well as staff pictures, candid photos, a special 8th grade section, sports and student activity photos. The yearbook, which serves as a fond remembrance for students and staff, is published at the end of the school year and is for sale through the school office.

MIDDLE SCHOOL AWARDS

ATHLETIC AWARD

This award recognizes leadership, sportsmanship and athletic activity. Students in the eighth grade are eligible for this honor in the above-mentioned areas. Nominations are made by the staff, physical education teachers and after school sports coordinators.

BLOCK W

The Block W award is a special award to recognize upper grade students who participate in academics, athletics, and service. Students earn points in all three areas in order to receive their “W”. Students in grades 6-8 may participate in this award system. They must pick up their own point tickets from the Block W supervisor. A student qualifies for Block W after accumulating 75 points in academics, service and athletics. After the initial award, students may continue earning points for more awards.

COMMUNITY SERVICE AWARD

This award recognizes students who demonstrate outstanding performance in community service. The criteria include the number of hours and the types of services performed.

HONOR ROLL

Students in grades 6-8 are eligible for the Honor Roll, which is announced at the end of each trimester. Honor roll is determined by grade point average. Students achieving a grade point average of 3.75 or above will be Merit Scholars. Those students achieving at least a 3.40 grade point average will be on the Scholastic Honor Roll. The Citizenship Honor is earned when a student acquires almost all O’s in every subject for citizenship/behavior grades.

MUSIC AWARD

A graduating 8th grader is honored with the “Outstanding Musician” award. This award is presented at graduation and is in addition to the John Phillips Sousa award for band and Director’s award plaques for strings and chorus. The Outstanding Musician award honors the student that demonstrates leadership, commitment, sound musicianship, and overall excellence within the music program. This award is not necessarily given each year.

TRUSTEES’ AWARD

The Trustees’ Award is presented annually at graduation to the student who is considered the most outstanding all-around student of the graduating class. This student must have made major contributions to the school and community in the following areas: service, leadership, school spirit, sportsmanship, cooperation, friendship, and academic achievement. The winning student’s name is engraved on a plaque and on a permanent trophy.

WOODSIDE ACADEMIC TROPHY

The Woodside Academic Trophy is presented at graduation to the student who has achieved the highest combined academic grade point average for sixth, seventh and eighth grades. A student must have attended Woodside School for at least seventh and eighth grades.

LIFE SKILLS AWARD

The Life Skills Award is given to two students who exemplify positive character traits by embodying values such as respect, integrity, responsibility and perseverance. They are well respected among staff and peers because of their desire to stay true to their values in all circumstances.

APPENDIX A

Woodside School Rules

At Woodside, all students are expected to strive for excellence in their academic work, to respect all adults and peers, and to demonstrate consideration and good manners. To foster this school climate, the staff emphasizes positive attitudes, encourages good conduct, and helps children to value themselves and others.

As much as possible, we use a problem-solving approach to settle disputes among students. We believe students must learn to work with others to settle conflicts and arrive at mutually agreeable solutions. Therefore, all students are introduced to and practice conflict resolution strategies in the classroom and on the playground.

From the beginning of the school year, each teacher works with her/his class to establish classroom rules and procedures, to share school-wide rules and expectations, to develop ways to reinforce appropriate behavior, and to make clear the consequences for misconduct. Students receive positive reinforcement and clear, consistent consequences that focus on students' taking responsibility for their own behavior. All students are expected to adhere to classroom rules outlined by their teachers as well as the Rights and Responsibilities (page 34). Consequences for misconduct are outlined below.

Woodside School follows the "TRIBES" philosophy of no put-downs, everyone may pass, attentive listening, and respect for others. In addition, Life Skills' lessons are taught around the nine Life Skills of Friendship, Responsibility, Generosity, Empathy, Courage, Respect, Self-Discipline, Optimism, and Wellness.

For these reasons, each student should:

Be Responsible, Respectful and Safe:

1. Come to school ready to learn; always try your best.
2. Remain quiet and orderly in the classroom; be attentive to instruction.
3. When moving through hallways and between classrooms during instructional times, students should be quiet, orderly, and respectful of other learners.
4. Respect teachers, other instructional personnel, school staff, bus drivers, recess and lunchtime supervisors, parent volunteers, and classmates on campus.
 - a. Students should be respectful of the property of others and refrain from touching, taking, moving, defaming, or otherwise handling the property of others without permission.
5. Behave courteously toward adults and other students; be considerate of the feelings of others.

6. Students will use school property and equipment with care and in the manner for which it was designed. Students should refrain from misuse, destruction or defamation (graffiti) of school property. This includes proper lavatory behavior.
7. Refrain from chewing gum at school.
8. Students may not drink, with the exception of water, or eat during class time unless it is an organized activity.
9. Refrain from the use of profane language or gestures.
10. Adhere to the bus and playground safety rules.
11. Skateboarding is never allowed on school grounds. Refrain from riding bikes or rollerblades during school hours.
12. Refrain from verbal or cyber fighting, intimidation or harassment of others.
13. Always walk under the covered corridors.
14. Leave the school grounds during school hours only with written permission and by checking out through the school office.

Lunch Rules

1. Students are expected to sit and eat only in designated, supervised eating areas for at least 10 minutes until dismissed by the yard duty supervisor, unless engaged in a school activity directly supervised by adults.
2. Students are expected to use good table manners, stay seated until dismissed, and clean up all trash on the table and on the ground.
3. Heating food in microwaves for students is prohibited.
4. Students are not allowed to bring glass containers to school.
5. Late lunches must be delivered to the office (not the classrooms). Students waiting for lunches must remain in their designated eating areas. Parents who are bringing late lunches are to check in with the office, receive a visitor badge, and then they may take the lunch to the student's eating area.

Playground Rules

1. Good sportsmanship and fair play are expected during physical activities at all times.
2. Inappropriate or unsafe games are not permitted (e.g. "butts-up" ball, piggyback, tackle football, rugby, etc.)
3. Play in sight of the teachers and yard duty supervisors, not behind buildings or bushes.

4. Report any broken or unsafe equipment to the yard duty supervisor.
5. Do not exclude others from a game.
6. Only balls are for throwing; no other equipment or objects should be thrown.
7. Students who wish to sit down on the field must sit on the sidelines. In addition, there is no “laying” down on the field.
8. Be kind to the trees.

Play Structure Rules

1. Go down the slide feet first; no stopping at the top or part way down (no clogging)
2. Don't run up the slide.
3. Don't dig in the tan bark.
4. Students climbing UP the rock wall have right-of-way over those climbing down.
5. Do not stand on top of the play structure; do not slide down the support poles.
6. Do not play tag or run on the play structure, and do not jump “down” from the play structure.

Dress Appropriately

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:

1. Refrain from wearing caps/visors in the classroom except for religious or medical purposes.
2. Clothing that reveals underwear or cleavage, as well as bare feet, bare chests, bare stomachs (midriffs), and bare backs, are not permitted.
3. Clothing with straps skinnier than 2” wide must be worn with a shirt underneath or over the top.
4. Underwear, including bra straps, must be kept under regular garments.
5. Bathing suits, shorts with less than a 3” inseam, see-through clothing, strapless and tube tops, and halter-tops are not allowed.
6. Shorts should generally be longer than one's fingertips when arms are straight down at one's side.
7. Waistbands on pants should be high enough to allow student to bend over without exposing underwear.

8. Athletic shoes, socks, and clothing are required for PE.
9. Attire promoting alcohol, drugs or sex is not permitted.
10. Attire promoting illegal substances is not allowed.

Use Technology Appropriately

**It is not recommended that children bring electronic items to school; Woodside School is *not* responsible for lost or damaged items. **

1. Cell phones will be turned off, not used, and out of sight during school hours.
2. Electronic equipment such as PSPs, laptops, radios, MP3 players, or ipods should not be brought to school.
3. Students must read, sign, and abide by the “Woodside School District Acceptable Use Policy for Technology” agreement before using any on-campus technology (page 35).

APPENDIX B

Woodside School Discipline Policy and Procedures

Woodside School staff and administration strive to enforce a firm, fair, and consistent discipline policy. The staff encourages the individual child to develop desirable qualities of self-discipline. The entire school is engaged in learning and practicing the life skills and being recognized for positive behavior. Children will be responsible for complying with behavioral expectations in the classroom, on the playground, at lunch, and on the bus, if applicable. Each student is held responsible for his or her actions when under the supervision of school personnel. The parents, teachers, students, and administration at Woodside all work together to correct the immediate problem and to help the child exercise responsibility and self-control in the future.

Under the direction of the Assistant Principal, students may be referred to the Principal or Director of Educational Services for disciplinary action and will follow the same guidelines.

Woodside School Rules:

The Rights and Responsibilities of students at Woodside School are posted in each classroom, along with the School Rules. They must be adhered to inside and outside the classroom.

Classroom Rules:

Each teacher has the professional discretion to establish and enforce his or her own Classroom Rules within the classroom. Each teacher's Classroom Rules are consistent with Woodside's Rights and Responsibilities and Woodside's School Rules and are reviewed with the students the first week of school. Each teacher will review his or her Classroom Rules with parents at Back to School Night.

Unexcused Tardies:

For Grades K-4:

- | | |
|--|--|
| 1. 5 th tardy per trimester | - Letter to parent from Assistant Principal/Principal |
| 2. 7 th tardy per trimester | - Parent call from Assistant Principal/Principal |
| 3. 8 th tardy per trimester | - Parent conference with student, teacher, and Assistant Principal/Principal |

For Grades 5-8:

- | | |
|--|--|
| 1. 5 th tardy per trimester | - Letter to parent from Assistant Principal/Principal |
| 2. 7 th tardy per trimester | - Student receives an infraction and parent called by Assistant Principal/Principal |
| 3. 8 th tardy per trimester | - Student receives a Discipline Referral (serves a 30-minute detention) and a parent conference with student and Assistant Principal/Principal |

Progressive Discipline Procedures:

Although Classroom Rules may differ among classrooms, the Woodside discipline procedures are consistent school-wide. This is a “progressive” process and the students begin each trimester with a clean slate.

- Positive consequences might include:
 - The teacher, Assistant Principal/Principal notifying the parents
 - The student receiving a Student Recognition Award (K-8)
 - The teacher, Assistant Principal/Principal sending the student a complimentary notice letter

- Negative consequences might include (not limited to one):
 - A verbal warning
 - Benching the student during recess
 - The student completing a “Think Sheet”
 - An infraction (see section on “Infractions” below)
 - A Discipline Referral, which would require that the student serve a detention
 - The student forfeiting all school privileges (fieldtrip, assembly, dances, and extracurricular activities) for a period of time during a trimester
 - The student receiving a written discipline notice, which may be a Discipline Referral, In-School Suspension, Suspension, or a notice for an Expulsion hearing

Students who are eligible for special education services who have an Individualized Education Plan (IEP) that specifies alternative disciplinary actions/consequences will be referred to the Director of Educational Services or Principal if necessary.

Infractions (4th-8th Grade):

Students are expected to come to school prepared and ready to learn. Infractions are given for non-behavior related lapses in judgment forgetting one’s homework, forgetting materials, leaving an instrument outside, etc.

- **Four** infractions during one trimester = Discipline Referral (see Discipline Referral Procedures).

- **Two** Discipline Referrals comprised of 8 total infractions that are non-behavior related = Parent conference with teachers, advisor, and Principal/Assistant Principal. May develop a “Friday Plan” with the Principal/Assistant Principal to help the student develop a guideline for success.

Grounds for a Discipline Referral (K-8):

Students can receive a written Discipline Referral for any of the following:

- Four infractions
- Continual misbehavior in the class or playground after attempted modifications by the teacher or yard supervisor
- Violation of the Woodside School Acceptable Use Policy for Technology
- Violation of the Rights and Responsibilities, Woodside School Rules, or Classroom Rules
- Severe misbehavior such as fighting, defiance, rudeness, or destruction of property
- Use of foul or crude language
- Harassment or bullying

The Assistant Principal/Principal shall contact the parent. In addition, the Assistant Principal/Principal will determine appropriate consequences, which will include serving detention and may include loss of privilege or suspension.

Discipline Referral Procedures for 4-8:

Under the guidelines of the Rights and Responsibilities, the Woodside School Rules, and the Classroom Rules (if applicable), the student may receive a:

1. *1st Discipline Referral* Student serves a 30-minute detention (based on Grounds for Discipline Referral) and the teacher and Assistant Principal/Principal calls the parent.

2. *2nd Discipline Referral* Student serves an in-school suspension and a parent conference with the student, Assistant Principal/ Principal, and teacher (4th-5th grade homeroom teacher or 6th-8th grade Academic Advisor) is held.

3. *3rd Discipline Referral* Student serves an in-school suspension and loses school privileges (dances, field trips, and extra curricular activities) for 15 days. A parent conference with the student, Assistant Principal/Principal, and teacher (4th-5th grade homeroom teacher or 6th-8th grade Academic Advisor) is held.

4. *4th Discipline Referral* Student is suspended and loses school privileges (dances, field trips, and extra curricular activities) for 30 days. A parent conference with the student, Assistant Principal/Principal, and teacher (4th-5th grade homeroom teacher or 6th-8th grade Academic Advisor) is held, and the student is placed on an exclusion behavior contract.

Cause for Suspension:

For K-8 students, the California Education Code has specific language defining the grounds for immediate suspension. Please see section 48900 (Grounds for suspension or expulsion; legislative intent) in the California Education Code for more information.

Cause for Expulsion:

The California Code has additional specific language defining the grounds for immediate expulsion. Please see section 48915 (Expulsion; particular circumstances) in the California Education Code for more information.

APPENDIX C

Woodside School Rights and Responsibilities

The relationship between rights and responsibilities is the foundation of the Woodside School Discipline Policy. Our rules are based on this relationship. In order for each of us to exercise our rights, it is necessary for us to uphold and honor our responsibilities to preserve these rights for everyone.

The goals of the Discipline Policy are to create a safe and orderly environment that is conducive to learning for all students, and to develop in our students an awareness of how their personal actions affect others and the overall school community.

- I. I have the right** to learn and help others learn; **therefore, I have the responsibility** to respect others in the learning process.

Everyone should be free to learn, teach and express him or herself without being interrupted. This means that I will be on time for class, follow directions and refrain from excessive talking and disrupting in class.

- II. I have the right** to be myself and happy in this school; **therefore, I have the responsibility** to act with integrity and respect for others.

No one should be treated unfairly, ridiculed, ostracized or have his/her feelings hurt intentionally because of personal differences. This means that I will be honest, kind, thoughtful, polite and respectful.

- III. I have the right** to be feel and safe in this school, and to have what I bring to school be protected; **therefore, I have the responsibility** to insure that others also feel safe regarding their person and property.

This means that everyone should know safety rules relating to school boundaries as well as personal boundaries (what is and is not appropriate in relating to others and their property). This means that I will take care of my own property and behave in a thoughtful, supportive and caring manner toward others and their property.

- IV. I have the right** to my own privacy; **therefore, I have the responsibility** to allow others their personal privacy.

Everyone should be able to work, read, study, teach or spend time quietly and peacefully without unwelcome interference. This means that I will not harass anyone personally, sexually or physically, or display unwelcome, offensive, or inappropriate attention toward, or in front of, others.

- V. I have the right** to enjoy the facilities and beautiful environment of this school; **therefore, I have the responsibility** to do whatever I can to protect and to preserve the property and environment of this school and community.

Everyone should work to keep the facilities and environment in good condition and free of vandalism, litter and graffiti. This means I will pick up litter, make sure we do not contribute to litter (including chewing gum) or damage school property in any way, and I will take the initiative to remind or report anyone who fails in that responsibility.

APPENDIX D
Woodside Elementary School District
PreK-2nd Student Acceptable Use Policy: Technology

This document serves as means of promoting responsible use of technological resources provided by the Woodside School and Woodside School District. Here are the expectations for student use of computers, network resources, and the Internet at our school. Parents, please review this with your child.

Access to the Internet allows connections to computer systems located all over the world. Neither the District nor any Woodside School District employee controls the content of the information found on the Internet. We have taken steps to reduce access to ‘adult’ sites; however, we cannot prevent access to all inappropriate content. Some of the information may be controversial and may even be offensive to some individuals.

Student using technology in the Woodside School District will:

1. Agree that the primary use of school technology is for education, and that class assignments have first priority.
2. Agree that the use of the Internet as part of our students’ educational experience is a privilege that should be taken seriously. Any inappropriate use of this resource may result in the disciplinary action, loss of privilege, and/or legal action.
3. Agree not to participate in the transfer of inappropriate or illegal materials through school computers.
4. Agree never to change the settings on any school computer.
5. Agree never to delete, damage, move, or change files belonging to others.
6. Agree to follow procedures for use of electronic equipment and to never intentionally damage electronic equipment.
7. Agree to follow procedures for using all equipment such as computers, printers, laptops, digital cameras, headphones, and microphones. Any intentional damage will result in disciplinary action and the loss of technology privileges.
8. Agree to release the Woodside School District and all other organizations affiliated to the Woodside Information Network from any liability or damages that may result from the inappropriate use of Internet connectivity on our campus. Furthermore, I will accept full responsibility and liability for the results of my actions with regards to use of the Internet at the Woodside School in this manner.

I understand and will follow the rules of this agreement. I understand that any violation of the above rules may result in disciplinary action, the loss of my Internet/network privileges, and appropriate legal action. I also agree to report any misuse of the information to my teacher.

Student Name (Please print): _____

Student Signature: _____ Grade: _____

Parent Signature: _____ Date: _____

APPENDIX D
Woodside Elementary School District
3rd – 8th Grade Student Acceptable Use Policy: Technology

This document serves as means of promoting responsible use of technological resources provided by the Woodside School District. Here are the expectations for student use of computers, network resources, and the Internet at our school. Parents, please review this with your child. Access to the Internet allows connections to computer systems located all over the world. Neither the District nor any Woodside School District employee controls the content of the information found on the Internet. We have taken steps to reduce access to ‘adult’ sites, however, we cannot prevent access to all inappropriate content. Some available information may be controversial and may even be offensive to some individuals.

Student using technology in the Woodside School District will:

9. Agree that the primary use of school technology is for education, and that class assignments have first priority.
10. Agree that the use of the Internet as part of our students’ educational experience is a privilege that should be taken seriously. Any inappropriate use of this resource may result in the disciplinary action, loss of privileges, and/or legal action.
11. Agree not to participate in the transfer of inappropriate or illegal materials through the Woodside network
12. Agree never to modify any computer on the Woodside School Network from its original configuration without the permission of the Director of Technology or Network Administrator.
13. Agree never to delete, damage, move, change, or hack into files belonging to others. This includes file names.
14. Agree to follow procedures for using all equipment such as laptops, digital cameras, headphones, and microphones. Any intentional damage will result in disciplinary action and the loss of technology privileges.
15. Agree not to participate in any chat rooms, text messaging, or use of personal email accounts, unless approved by a teacher for the purpose of gaining access to files or materials for use in school-related activities.
16. Agree that under no circumstances will I allow any other individuals to use my account nor will I give anyone my password. System logins or accounts are to be used only by the authorized owner of the account. Users may not share or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
17. Agree to release the Woodside School District from any liability or damages that may result from the inappropriate use of Internet connectivity on our campus. Furthermore, I will accept full responsibility and liability for the results of my actions with regards to use of the Internet at the Woodside School.
18. Agree that no use of the system shall serve to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified, or abused in any way.
19. Agree not to post any pictures taken of students during school hours on the Internet, either from school or home.
20. Agree not to use computers, the Woodside network, or the Internet without an adult present in the room. Students are not permitted in the lab at any time without a staff member present.
21. The school will monitor student computer activity.

I understand and will follow the rules of this agreement. I understand that any violation of the above rules may result in disciplinary action, the loss of my Internet/network privileges, and appropriate legal action. I also agree to report any misuse of the information to my teacher.

Student Name (Please print): _____

Student Signature: _____ Grade: _____

Parent Signature: _____ Date: _____

APPENDIX E

Homework Guidelines

Purpose

Homework is an integral part of the educational program in the Woodside Elementary School District. In addition to expanding and enhancing the classroom curriculum, it helps develop independent work habits in our students.

Homework serves the following purposes:

1. Provides important practice of skills taught in the classroom
2. Enriches and extends school learning experiences
3. Provides independent practice of proper study habits taught in school
4. Provides opportunity for increasing self direction, time-management, and independence
5. Provides opportunities for independent reading

General Guidelines

We recognize the importance of learning and activities that take place outside of school. Children learn and grow through play, physical activity, and family experiences, and they need the time to participate in these activities. The amount of time a child studies outside of school should gradually increase as she or he moves through the grade levels. The time spent on homework at each level is determined by the ability and maturity of the students, the nature of the subject matter, and the study habits taught.

Students with special needs may have their assignments adjusted as needed by the teacher. Teachers should design homework assignments to reinforce concepts and skills introduced in the classroom. Differentiated assignments may be used to tailor students' work with their ability.

Instrumental music students are expected to practice regularly outside of school in addition to homework assigned in other subject areas.

Under most circumstances, homework and long-term projects will not be assigned over vacations and breaks, unless sufficient school time is also provided. Independent reading may be expected during vacations, at the discretion of the individual teacher.

It is the student's responsibility to submit homework on time and it is the teacher's responsibility to respond to it. In general, daily homework assignments are reviewed and/or evaluated in class.

Research papers, projects, tests, essays, etc. are returned to the student on a timely basis with appropriate comments. These assignments may either be sent home or kept in the student's portfolio at school. Portfolios are always available for parent review.

The following heading should be used on all middle school papers:

Name/Class	Date
Subject	
Teacher	
Title of Assignment	

Missing all of the heading is a 10% deduction. Missing part of the heading is a 5% deduction.

Board Policy #6147: Homework/Makeup Work

Homework is designed to reinforce concepts learned in class as well as allow students to investigate topics in greater depth. Homework is generally designed to promote reading, reinforce and/or extend basic skill concepts taught in class, provide an opportunity for the completion of work begun in class or give students the experience of developing and completing individual research projects in accordance with teaching instruction. Homework should be assigned with an awareness of individual students' capabilities and needs and with the intent of developing students' study habits and sense of responsibility. It is the responsibility of the teacher to monitor the assignment and to communicate homework expectations and any difficulties. It is the responsibility of the principal to facilitate the communication process and help maintain the parent/school partnership as it relates to homework.

Parents/guardians are encouraged to support students by helping them develop good work habits. This includes helping students determine an appropriate time and place for study, as well as learning how to budget their time for long term projects.

- Kindergarten students will only receive homework occasionally.
- 1st grade students will have an average of 1 hour 20 minutes of homework per week.
- 2nd grade students will have an average of 2 hours of homework per week. Parents are encouraged to read aloud regularly to their children.
- 3rd grade students will average 1/2 hour of homework four times per week.
- 4th and 5th grade students should average 1 hour of homework four times per week, and they are expected to continue with daily independent reading.
- 6th grade students should average 1½ hours of homework per night.
- 7th and 8th grade students should average 2 hours of homework per night.

When possible, teachers will strive to differentiate homework assignments in recognition of individual students' capabilities and needs. Open-ended assignments allow for students to be creative and pursue their passions. Parents and students are encouraged to contact the teacher immediately when the length and difficulty of homework assignments appear inappropriate.

School Site Homework Plan

The Superintendent/Principal shall develop and regularly review school-site homework guidelines that include the assignment of homework and the responsibilities of students, staff and parents/guardians. The guidelines will include the means by which parents/guardians shall be informed about:

1. Homework expectations
2. How homework relates to the impact of students' grades
3. How best to help their children

Makeup Work

The Superintendent/Principal shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205 Absences for personal reasons.

Excused Absences

Students will be given the opportunity to make up missed assignments because of an excused absence.

Unexcused Absences

Students who miss school due to suspension, truancy, travel and/or unexcused absences may be given the opportunity to make up missed work for reduced credit at the discretion of the teacher.

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension.

Parent Responsibilities

Parents are encouraged to contact the teacher when the length and difficulty of homework assignments appear inappropriate for their child. If a parent feels the issue was not resolved, he/she is encouraged to contact the Superintendent/Principal.

APPENDIX F

Academic Standards

Rationale

The purpose of education is to prepare the student to function in the world around us. The skills and knowledge necessary for that purpose are presented in a variety of subject areas. To evaluate a student's progress in these areas, a grading system is used. The following is a description of the grading system used at Woodside School.

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	0.00

Exceptions: *Geometry, Spanish 8, and Honors Music are high school level classes.* The grade points for these classes are as follows: A=5, A-=4.67, B+ =4.33, B =4.00, B-= 3.67, C+=3.33, C=3, C-=2.67, D+= 2.33, D=2, D-=1.67, F=1.00. If the honor student's grade drops below C-, the student is transferred out of the class to a more appropriate placement.

Incomplete (INC): Students who have a passing grade in class but have not completed all the required work by report card time may receive an "INC" in place of a letter grade. That student will then have two weeks to complete the required work to receive a grade. If the work is not completed in that period of time, the student's grade will be based on an average of grades recorded plus a zero for each missing assignment.

Honor Roll

Honor roll is determined by grade point average. Grade point average is calculated in the following manner: Each grade is given point value (see preceding chart). Core subjects (Math, Language Arts, Science, Social Studies and Spanish) are given a credit value of 5. P.E. is given a credit value of 2.5. All other graded classes are given a credit value of 2 (one credit for each class meeting per week). Grade points are multiplied by credits, totaled and then divided by total credits to obtain an average grade point average.

Students achieving a grade point average of 3.75 or above will be designated Merit Scholars. Students achieving at least a 3.40 grade point average will be placed on the Scholastic Honor Roll.

Citizenship Grade

O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

For a SATISFACTORY (S) in citizenship you must achieve the following:

- Have a good attitude towards your fellow classmates. No put downs!
- Show attentive and respectful behavior at school
- Follow the dress code
- Have homework completed on time
- Be honest
- Be responsible with your school work
- Act in a safe manner
- Respect school property
- Respect other people's space and do not interfere with their learning
- Arrive at school and at class on time, ready to learn
- Be prepared for class (books, papers, pen, pencil, and binder reminder)

For an OUTSTANDING (O) in citizenship you must achieve all of the above plus two of the following:

- Actively help and support your fellow classmates
- Participate positively in a leadership role
- Exhibit "Life Skills" on a consistent basis
- Perform some sort of extra task that helps everyone in your class
- Demonstrate frequent and consistent school spirit

You must receive a minimum five "O's" in citizenship each trimester to be eligible for an "Outstanding" citizenship award.

APPENDIX G

Board Policy #5138: Academic Honesty

The Woodside School District Board of Trustees believes that academic honesty and personal integrity are fundamental components in the student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, and staff shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students bound to have committed an act of academic dishonesty shall be subject to District and school-site discipline rules.

The Superintendent/Principal may establish a committee comprised of students, parents/guardians, staff and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into the school's site level discipline rules.

Woodside School Academic Integrity

Philosophy and Purpose

Woodside School advocates high standards in ethical behavior as well as scholarship. Academic honesty is an integral component in fostering self-respect, achievement and positive relationships among all stakeholders in our school community. Our Academic Integrity Policy is intended to clarify the expectations we have for all students to maintain an ethical climate at Woodside that values honesty, effort and respect for others. This policy also delineates the consequences for students if they do not meet these expectations.

Misconduct subject to penalty includes, but is not limited to, the following offenses:

1. Cheating: a form of academic dishonesty in which an individual undermines the integrity of an assignment or exam.

Examples of cheating include, but are not limited to the following:

- Copying an assignment or test.
- Allowing others to copy an assignment or test.
- Giving or receiving test information.
- Using unauthorized resources during a test.
- Working with one or more people on an individual assignment.
- Falsely claiming to have individually completed an assignment.

2. Plagiarism: a form of academic dishonesty in which an individual submits or presents the work of another person as his or her own. Plagiarism exists when:

- There is no recognition given to the original author for phrases, sentences and ideas of the author incorporated in a paper or project.
- A portion of a document is copied from an author, or composed by another person, and presented as original work.

Examples of plagiarism include, but are not limited to the following:

- Presenting another author's entire work as your own.
- Copying a summary from another source and incorporating it into your work.
- Submitting an essay or story written by another student as your own.
- Using another author's sentences or phrases without using quotations and/or citing your source.

Consequences and Procedures

1. For the first offense, at the teacher's discretion, for any violation, consequences may include the following:
 - Teacher will assign a failing grade for the assignment.
 - Teacher initiates parent/guardian contact.
 - Teacher will inform the student's other teachers of the student's behavior.
2. Repeat or severe violations may be brought before the Academic Standards Committee and may result in suspension from school and/or school related events.

APPENDIX H

Board Policy #6140: Physical Education

During each March, April or May, students in grades 5 and 7 shall undergo the physical performance testing designated by the California State Board of Education. Students with a physical disability and students who are physically unable to take all of the test shall undergo as much of the test as their physical condition will permit.

With the consent of the student, the Superintendent/Principal may grant temporary exemption from physical education when a student is enrolled for one-half time or less, or when a student is ill or injured and a modified program to meet his/her needs cannot be provided. Permanent exemptions shall be granted only as provided by law.

Physical Education Exclusion Policy

Physical Education is considered an integral part of our curriculum at Woodside School. Participation is required. If a student is unable to participate in PE for any reason the following guidelines are in effect:

- **Exclusion for 1-2 days**: A verbal request from a parent, either oral or in writing, stating the reason why the child should be excused for PE is required. The child will go to the library during the PE class period.
- **Exclusion for 3-10 days**: A note from the doctor explaining the reason why the child should be excused from PE is required. The child will go to the library or do an activity assigned by the PE teacher.

Long term or permanent exemption: A note from the doctor is required for all grades.

NOTE: If a child does not participate in physical education and does not have a valid written or oral excuse, the grade for participation and skill for those unexcused days will be an "F" and could affect the child's trimester grade.

APPENDIX I

Earthquake Emergency Procedures

1. In the event of an earthquake during school hours: Teachers will give the command "Drop" and everyone will drop to the floor, away from windows, under "Cover" where possible. They will "Hold" on to the legs of tables when possible so that their protection does not scoot away. They will remain in safety positions as long as necessary. After the initial shock students and staff will leave buildings using evacuation routes and go to prearranged sites on the back fields. No one will be permitted to return to buildings until re-entry has been declared safe by person in charge. Students will be held at school until released to parent, authorized person listed on student emergency forms or the person designated by the person in charge of disaster releases the student to a responsible adult.
2. The entire student body will move to the main back field behind the art and science wing or the Willy McCovey field as soon as evacuation and attendance has been completed. Parents will be directed to the field to check their children out.
3. Injured students will be transferred to appropriate emergency care facilities. With this in mind, if your child's emergency form is not up to date, request a new form from the school office.
4. All parents, or designated parties who come for students must sign out through the "disaster center". During an emergency, teachers will be expected to take roll several times to be certain of the safety of each child, and the disaster center will keep a record of students picked up by authorized adults.
5. DO NOT try to telephone the school. Information will be released by radio emergency broadcast stations if the earthquake is severe. If conditions are STABLE at regular school dismissal times, normal dismissal procedures will be followed. If conditions are NOT STABLE at regular dismissal times, children will remain at school.
6. All parents coming to school should remain CALM and obey all traffic guidelines (no parking in office parking lot) in regard to school parking areas, paying particular attention to emergency access areas to allow entrance for emergency equipment and vehicles.
7. Should an earthquake occur while children are on their way to school, parents should instruct them to continue in that direction and to take shelter in a friend's home if possible and to pay particular attention to hazards such as trees, power lines, concrete walls and buildings. If an earthquake should occur on their way home they should follow the same procedures, only to continue in the direction of their homes.
8. In a severe earthquake, we would appreciate having any parents who are able to do so report to the school's disaster center (near the evacuation site) to help with first aid, both physical and psychological, or general clean up.
9. Families are strongly urged to prepare at home for an earthquake by taking first aid and CPR courses, holding earthquake drills at home, initiate home hazard surveys, and plan how family members will meet should they become separated after a disaster.

Please refer to the following Board Policies on the school website:

- #3523: Emergencies and Disaster Preparedness Plan
- #3524: Fire Drills and Fires
- #3525: Bomb Threats
- #3526: Earthquake Emergency Procedure System

APPENDIX J

Head Lice

The Identification and Cure of Head Lice

Definition

- Nits (white to chocolate brown eggs) are firmly attached to hairs
- Unlike dandruff, nits can't be shaken off
- Gray bugs (lice) are 1/16 inch long, move quickly, and are difficult to see
- The scalp itches and may have a rash
- The back of the neck or around the ears are favorite areas
- The nits are easier to see than the lice because they are white (but can vary in color to chocolate brown) and are very numerous

Cause

Head lice only live on human beings and can be spread quickly by using the hat, comb, or brush or an infected person or simply by close contact. **Head lice are almost always transmitted from one person to another by head to head contact.** Anyone can get lice despite good health habits and frequent hair washing. The nits (eggs) normally hatch into lice within 1 week.

Expected Course

With treatment, most lice and nits will be killed. A recurrence usually means another contact with an infected person or the shampoo wasn't left on for 20 minutes. There are no lasting problems from having lice and they do not carry other diseases.

Home Treatment

There are several anti-lice shampoo treatments on the market and are available at any pharmacy. Nix is useful in that it kills most eggs, nymphs & adults. Other treatments (Rid, A-200, Triple X, Clear, R & C) kill nymphs and adults and 50% of the eggs. Nix may require, and all other products definitely require, another treatment after 7 days to prevent re-infection.

Removing Nits

Remove the nits by back combing with a fine-tooth comb (Lice Meister, Inomed, or LiceOut) or pull them out individually. The nits can be loosened from the hair shafts using a cream rinse to make combing easier. The hair does not need to be shaved to cure lice. Woodside Elementary School has a nit free policy and infected students need to stop by the front office before re-entering school.

Cleaning the House

Lice can't live for more than 72 hours off the human body. Your child's room should be vacuumed. Combs and brushes should be soaked for 1 hour in a solution made from the anti-lice shampoo. Wash your child's sheets, blankets, and pillowcases in hot water. Anti-lice sprays or fumigation of the house is unnecessary.

Contagiousness

Check the heads of everyone else living in your home. If any have scalp rashes, sores, or itching, they should be treated with the anti-lice shampoo even if lice and nits are not seen. Your child can return to school after one treatment with the shampoo and with the nits removed. Re-emphasize to your child that he or she should not share combs and hats.

Call your pediatrician if:

- The rash & itching are not cleared by 1 week after treatment.
- The sores start to spread or look infected.
- The lice or nits return.
- You have other questions or concerns.

APPENDIX K

Parent Volunteer Guidelines

We want to make your time in the classroom productive and enjoyable!

Some Things to Remember:

To insure the safety of students on our campus, all volunteers must wear an identification badge available during school hours (8:25-3:10).

You are a guest of the class and of the teacher; please respect the needs of the children and the teacher.

Parents should remember that a classroom volunteer leaves his/her parent “hat” at the door.

Classrooms are very special places, so what you see and hear must remain confidential.

When you are working with a small group of children, please remember to be inclusive of all the members of the group.

If you have question or concern, please discuss it with the teacher or leave a note to determine when would be a mutually convenient time to meet.

Children are distracted easily. Please respect their needs. Interruptions can take away from the lesson or activity at hand. Interruptions include talking with another parent, using the telephone, or talking with your own child.

APPENDIX L

Traffic and Parking

Preschool Parking Lot (west side of campus)

The inner office parking lot is limited to drop off and staff parking. Parents should park and walk their students in/out. Students may also be dropped off/picked up in the Sellman Auditorium parking lot. The YELLOW ZONE is a NO PARKING area.

Sellman Auditorium Parking Lot (east side of campus)

In the Sellman parking lot, the drop off/pick up lane (closest to the curb) is for students who are ready to be dropped off or picked up. There is NO PARKING in this lane as it is a FIRE LANE. For safety reasons, please do not drop off/pick up students in the drive through lane (furthest from the curb). You must park your car in the designated parking spaces if you need to wait or to chat. Blocking the drive through lanes not only adds to the congestion but is also dangerous when pedestrians are crossing the parking lot.

Biking & 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.

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.

Designated Staff Parking Spaces

There are clearly marked 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!

APPENDIX M

Schedule of Meetings for the 2010-11 School Year

Gifted and Talented Education (GATE) Advisory Committee (Wildcats)

Room 39)

Tuesday, September 21, 2010	3:30 p.m. – 4:30 p.m.
Tuesday, November 30, 2011	3:30 p.m. – 4:30 p.m.
Tuesday, March 22, 2011	3:30 p.m. – 4:30 p.m.

GRUPO Union/DELAC

English Language Advisory Committee (DELAC)

(Library)

Thursday, September 2, 2010	6:00 p.m. – 7:00 p.m.
Thursday, January 6, 2011	6:00 p.m. – 7:00 p.m.
Thursday, April 21, 2011	6:00 p.m. – 7:00 p.m.

Fine Arts Committee

(Room 25)

Monday, September 20, 2010	7:30 a.m. – 8:20 a.m.
Monday, January 24, 2011	7:30 a.m. – 8:20 a.m.

Mind to Mind Committee (M₂M)

(Wildcats)

Tuesday, October 12, 2010	3:30 p.m. – 4:30 p.m.
Tuesday, February 15, 2011	3:30 p.m. – 4:30 p.m.

Safety Committee

(Wildcats)

Thursday, October 7, 2010	3:30 p.m. – 4:30 p.m.
Thursday, January 20, 2011	3:30 p.m. – 4:30 p.m.
Thursday, April 21, 2011	3:30 p.m. – 4:30 p.m.

Site Council (Wildcats)

(Climate Committee under the direction of Site Council)

Monday, September 20, 2010	3:30 p.m. – 4:30 p.m.
Monday, October 18, 2010	3:30 p.m. – 4:30 p.m.
Monday, November 15, 2010	3:30 p.m. – 4:30 p.m.
NO DECEMBER MEETING	
Monday, January 10, 2011	3:30 p.m. – 4:30 p.m.
Monday, February 14, 2011	3:30 p.m. – 4:30 p.m.
Monday, March 28, 2011	3:30 p.m. – 4:30 p.m.
Monday, April 25, 2011	3:30 p.m. – 4:30 p.m.
Monday, May 23, 2011	3:30 p.m. – 4:30 p.m.

Schedule of Meetings for the 2010-11 School Year

Teaching & Learning Council/Strategic Planning Committee **(Wildcats)**

Tuesday, September 28, 2010	3:30 p.m. – 4:30 p.m.
Tuesday, November 2, 2010	3:30 p.m. – 4:30 p.m.
Tuesday, January 18, 2011	3:30 p.m. – 4:30 p.m.
Tuesday, March 1, 2011	3:30 p.m. – 4:30 p.m.
Tuesday, March 29, 2011	3:30 p.m. – 4:30 p.m.
Tuesday, May 3, 2011	3:30 p.m. – 4:30 p.m.

Technology Committee **(Large Conference Room)**

Monday, September 27, 2010	3:30 p.m. – 4:30 p.m.
Monday, November 29, 2011	3:30 p.m. – 4:30 p.m.
Monday, January 24, 2011	3:30 p.m. – 4:30 p.m.
Monday, March 7, 2011	3:30 p.m. – 4:30 p.m.
Monday, May 9, 2011	3:30 p.m. – 4:30 p.m.