

Family Handbook



Woodridge School

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<http://Woodridge.twinriversusd.org>

Twin Rivers Unified School District

Go Wildcats!

Dear Woodridge Families,

Welcome to Woodridge School. In order to provide the best education for your children, it is essential that we work closely together. You are all a very important part of our team. Your support ensures your children's success in school. We encourage you to take an active role in your children's education.

School expectations, policies and procedures are necessary to ensure a safe and orderly environment for learning. They also help students develop personal responsibility and citizenship skills. This handbook has been prepared to provide you with important information about our rules, policies, procedures, and programs at Woodridge School. Please read and discuss this information with your children.

Together we are Woodridge School. The Woodridge staff works hard to provide academic and social opportunities for all our students and families. Please let us know how we can best meet your needs. If you have any questions or concerns, please do not hesitate to contact your child's teacher, the office staff, or myself.

Sincerely,

Mrs. Raymond
Principal



Woodridge School School Vision

Woodridge School promotes children's academic achievement, enthusiasm for learning and feelings of self-worth, while surrounded by a safe, responsible, and respectful environment. The school and family work together to ensure children take responsibility for their own learning and behavior, as well as helping them become life-long learners and productive citizens.

Our success is indicated by a strong school community that supports all children, a friendly, welcoming atmosphere throughout the school campus, visitor's comments and children who are excited to come to Woodridge to learn, be challenged, have fun and be valued for who they are.

We will continue to increase student achievement levels and provide children with the knowledge and skills necessary for their future. The Woodridge staff will continue to support each other as professional learners in a community focused on student success.

School Mission

The mission of Woodridge School is to provide a safe, responsible, and respectful environment in which high academic expectations are achieved through standards-based instruction, creative and enriching curriculum, collaboration between home and school and targeted interventions necessary for all students to achieve.

Mascot
Woodridge Wildcats

School Rules
Be Safe, Be Responsible, Be Respectful





Woodridge School Staff

Office Staff

Principal Roberta Raymond
Secretary Selene Young
SSA **Adriana Smith**
School Nurse Kristine Diaz
Health Asst. Susan Hamly

Classroom Teachers

Kdg	1st Grade:	2nd Grade:	3rd Grade
Stacey Pratt	Michael Lindquenter	Heather Harris	Kim Burlin
Gia Lane Dickey	Sharon Gonzales	Sharon Blevins	Renee
Amber Lazaga	Maureen Eng	Patti Brayden	Richard Beck
Angela Rooney		Tina Palma/ Liz Coleman	
Charlotte Godinez (Tk)			

4th Grade	SDC K-2	SDC 3-4	RSP
Benjamin Zook	Rachel Carlson		Matt Tealdi
Steven Ramsower			
Jeff Roberson	Michelle Stone (para)	Allison Massie (para)	Barbara Kiser(para)
Valerie Vasquez	Martha Penry (para)		

Preschool

Julie Bradford & Tyisha Peterson (full day preschool)
Stephanie Greenig (Para)
Vicki O'Connor & Peggy Smith (AM/PM program)
Meghan Lerno (para)

Support Staff

Counselor	Terri Williams
Psychologist	Sondra McCarthy
Speech Therapist	Deann Walker
Library Clerk	Christine Saldana
FDK Para Educator	Mozella Wright
Bilingual Assistant	Elizabeth Lopez
Tech Support	Charlie Mcgimsey
Noon duty	Carrie Croteau , Shiela Pateno
START Director	OPEN
Cafeteria Staff	Alan Frutos, Bolt Burns, Hilda Sanchez
Custodians	Loretta Saragosa (Head Custodian)

Woodridge School School Parent Involvement Policy

Woodridge School recognizes that parents/families are their children's first and most influential teachers and that continued parent/family involvement in their children's education contributes greatly to student achievement and a positive school environment.

Involvement includes:

- Encouraging parents/families to serve as volunteers in the school, chaperone field trips, attend student functions and school meetings, participate in school and district committees and advisory councils.
- Regularly communicate with families regarding events, homework, academics and behavior through a school wide weekly newsletter, individual classroom newsletters, school website and Facebook pages, the BlackBoard Connect phone calling system, progress reports each trimester, phone calls, and home visits.
- Offering parent/family educational opportunities including parent workshops, family nights, school wide events, and referrals to our family resource staff.

Specific opportunities for family involvement include:

- **School Governance;**
 - School Site council
 - District Advisory council
 - English Learner Advisory Council
 - PTA
- **Volunteering:**
 - Clerical work in classroom and home
 - Tutoring support
 - Field trips, assemblies
 - PTA events, fundraisers, Family Nights
 - Student Incentive events
 - Picture Day
 - School Beautification Projects
 - Mentor Program
- **Attending and Supporting:**
 - Student Award Assemblies
 - Open House/Back To School Nights
 - Parent conferences
 - Parent Workshops
 - Student performances/School events

Woodridge School Healthy Snack Policy

We at Woodridge School believe that for our students to achieve, they need to have good nutritional habits and active lifestyles. Therefore we have the following Healthy Snack Policy:

Classroom Policy:

All students are encouraged to bring raw fruits and vegetables to snack on everyday. All classrooms will have a “snack anytime” policy for any raw fruits and vegetables.

Lunch Policy:

If students are receiving a lunch from the cafeteria they may not bring other food items with them this includes chips, candy, cookies, and sodas or sugar flavored drinks.

If students are bringing a lunch from home, they should have appropriate individual serving size foods. **Soda, energy drinks, and candy are not allowed.**

Alternative Snacks

In looking for healthy foods to bring for lunch items or for classroom celebrations we encourage families to consider the following alternatives:

- Fruits
- Vegetables
- Cheese sticks
- Pretzels
- Crackers
- Water

Active Lifestyles

Here at Woodridge, we will be encouraging students to exercise regularly, for a minimum of 30 minutes a day. The staff at Woodridge will implement a weekly school-wide morning walk and seek other opportunities to encourage active living.

Woodridge School Uniform Policy

Woodridge School is now a uniform school. The purpose behind our uniform policy is to build a sense of pride in our students: pride in themselves, their learning, and in our school. We are a team of learners. The Woodridge Uniform is:

- Blue (dark blue denim is acceptable) or khaki pants, shorts, or skirts. Shorts or skirts must meet the fingertip rule.
- White or any shade of blue polo shirts. Woodridge t-shirts are acceptable. On Fridays, our Spirit Days, College t-shirts are also welcome.
- **Shoes:** Shoes should be appropriate for school activities (recess and PE). Platform shoes, high-heel shoes, flip flops, and roller skate shoes are not permitted. For safety reasons, sandals should have a back strap and open toe shoes are not recommended.

Woodridge School Discipline Plan

All students are expected to be safe, respectful and responsible. This includes on the way to school, at school, and on the way home from school. School Rules are posted in all areas of the campus.

Playground Rules

1. After the bell rings, all kids will stop playing and walk to their lines.
2. No running in any bark areas.
3. Only the bathroom building may be used as ball walls.

Big Toy Rules:

1. No pushing students on the zip line
2. No lifting students to reach equipment
3. No playing tag on the structure
4. One student at a time on the slide
5. Students need to be sitting on their bottom while going down the slide

Tetherball Rules

1. First person in line decides any disputes
2. No touching the rope while in play
3. No holding the ball while in play

Cafeteria

1. Students will walk in and out of the cafeteria
2. Students will use inside voices
3. Students will raise hands to be dismissed
4. Students will not bring in any food/snacks if eating school lunch

5. All classes will line up in ABC order

Bathrooms

1. Students will not play or have conversations in the bathroom
2. Students will wash hands after using the bathroom
3. Students should have a pass if using the bathroom during class time

Main Bldg—hallways

1. Students will walk quietly while in the building
2. Students will not touch wall displays or other things in the halls.
3. Students need a pass

Before School

1. When entering campus, students need to enter from the playground gates. Students need to stay outside the building
2. Students need to wait in their designated line area.
3. There is no recess play before school
4. Students are to walk bikes and scooters while on campus

After School

1. Students need to walk to the front of the school.
2. Students may not play on the playground
3. Students should not be walking through the buildings unless accompanied by their teacher.
4. When walking in the front of the school, students need to use the paths and sidewalks

Consequences: For students who choose not to follow the rules and expectations can expect the following consequences:

- 1) Warning
- 2) Loss of recess
- 3) Time-out
- 4) Office referral
- 5) In-School suspension
- 6) Suspension

Office Referrals: Students are sent to the office on referral for serious infractions. Students meet with the principal/designee to discuss the incident. Office referrals are documented in the Student Discipline database. Students receiving office referrals will be excluded from Wildcat Club events and may lose recess/cafeteria privileges.

Woodridge School Bully Prevention Policy

Woodridge School believes that all students have a right to a safe and healthy school

environment. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Woodridge School will not tolerate behavior that infringes on the safety of any student or staff member. A student shall not intimidate or harass another student through words or actions. Such behavior includes: patterns of: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling (in person, in text messages, or online); and social isolation or manipulation.

Woodridge School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated

To prevent bullying from occurring at school, Woodridge will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build our school's capacity to maintain a safe and healthy learning environment

Teachers will discuss this policy with their students in age-appropriate ways and will assure students that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. The Woodridge Student Code of Conduct is to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity.

The Code of Conduct includes, but is not limited to:

- **Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.**
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- The school prohibits retaliation against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- Conflict resolution through group and individual work with principal or counselor.
- Disciplinary action from staff or principal, including loss of privileges, recess time, or suspension.

Woodridge Procedures

Arrival/Dismissal Times

School begins at 8:20 am and is dismissed at 3:02. Every Wednesday we have an early out and school is dismissed at 1:02. The cafeteria serves breakfast from 7:45-8:15. Students are expected to come through the playground entrance to enter on campus and wait in their

designated lines when they arrive, there is no recess before school. Students should not be in the buildings before school.

For the safety of all our children, our parking lots are closed to cars at dismissal times, open only to school busses. If you are parked in the lots at dismissal, please expect to wait until our busses leave the lot. At dismissal times, students are expected to use the sidewalks and crosswalks to exit. Students may not wait on the playground to get picked up. Students still waiting to be picked up after 3:20 will be asked to wait in the office.

Attendance

It is critical that every student come to school every day and on time. Regular attendance is essential to successful school performance. Our school attendance goal is 96%. Monthly attendance information is published in our school newsletter. Students are recognized for perfect and excellent attendance at monthly award assemblies. We also recognize classes weekly for top attendance.

If your child is absent, it is very important that you call our main office line at 566-1650 and press 2 to report your child's absence or send in a written note as to the reason for the absence. Families will receive an automated phone call for uncleared absences. Families have 5 days to clear an absence. All students arriving after the start of school must go to the office for a late slip.

State law mandates that schools keep a record of absences and notify parents when their child is truant. Students are considered truant after:

- Three unexcused absences or tardies
- Three unreported absences—(we didn't hear from parent)

Excused Absences or tardies are those due to:

- Illness, medical/dental appointment
- Court Appearance (child's) documentation from court required
- Funeral of Immediate family member
- Observance of Religious Holiday

Unexcused absences and tardies are those due to:

- Unreported absences—no contact from family
- Personal reasons such as trips, non medical appointments, missing the bus, etc

Students with chronic attendance issues may be asked to give up their recesses or stay after school to make up work missed. Families may be asked to attend school or district attendance meetings (SART/SARB process).

Independent Study

If you know your child is going to be out of school for 5 days or more, you may request Independent Study by coming in to the office (specific forms must be signed to request). Please make sure you are giving us at least 4 days notice. This allows your child to keep up in class and receive attendance credit. Students will not receive attendance credit if their work is incomplete, they do not bring completed work on the day of their return, or students do not return on the day stated on the independent study contact.

Early Dismissal

Because every minute in the classroom is important, we discourage early dismissals. In the event your child must leave early:

- 1) Please send a note to your child's teacher the day of the early dismissal, so they are prepared to send homework or missed assignments home that day.
- 2) Please come to the office (on the second floor) and sign the "Sign-out" register before picking up your child. If an adult other than the parent/guardian calls for a student, they must be designated on the emergency card to release your child to the care of that person and if unknown, will be asked for identification.

Please call our office by 1:00 pm if you need to make last minute alternate arrangements for after school pick ups. Teachers are often doing outside activities with their class towards the end of the day and may not receive these messages before the dismissal bell

Cafeteria

The Woodridge Cafeteria serves breakfast and lunch everyday. Full price breakfasts are \$1.25 and lunches are \$2.50. Reduced prices are \$.30 for breakfast and \$.40 for lunch. When paying for lunches:

- Students can pay up to \$40.00 credit on their account at one time.
- Students need to pay for their lunches before school or at first recess. Students, who wait until lunch to pay, will be asked to wait at the end of the line.
- When student accounts have less than 3 meals, the cafeteria will verbally let students know, as well as send home a notice to families.
- Alternative lunches will be provided for all students who owe more than \$10 to the cafeteria.

For your child to qualify for a free or reduced price lunch, parents need to fill out an application to determine eligibility every year. Returning families who are renewing their applications must have their forms in by **October 2, 2015**. After that date, families will be charged for every meal until their forms are approved. Free and Reduced lunch forms are sent home on the first day of school and additional copies are available in the office. Parents may also fill out their lunch applications online at www.schoollunchapps.com.

Cell Phone Policy: Cell phone use for students is not permitted during school hours as they become a distraction and can lead to disputes or problems on the playground. If students bring a cell phone to school, they must be turned off and left in their backpack or turned in to their teacher for the day. If students disregard this policy, cell phone will be confiscated and will be held until a parent can pick it up. The school is not liable or responsible for theft, loss, or damaged cell phones.

Communication for School/Home

The Woodridge staff maintains regular and on-going communication with our families. The Woodridge News is sent home every other Friday with upcoming events, school and community information and last minute notices. Our school webpage or Facebook page can be accessed at <http://woodridge.twinriversusd.org>. In addition, classroom teachers send home classroom newsletters, regular progress reports, make phone calls and conduct home visits. All Woodridge teachers can be accessed through email and voicemail.

Emergency Cards

Emergency cards are kept on file in the office and in the classroom. If you have changes with a telephone number or address, please contact the school immediately so that the card can be updated. **IF AN EMERGENCY SHOULD ARISE WITH YOUR CHILD, IT IS VITAL THAT WE HAVE IMMEDIATE ACCESS TO PARENTS OR A DESIGNATED ADULT.**

Homework

The purpose of homework is to extend and reinforce what has been taught in class. Students who regularly do homework are more successful in school. As a result, we assign homework to all of our students Monday through Thursday. All work is explained to students before they take it home. The average student should be able to complete homework assignments in the following amount of time per night:

Kindergarten – 15-20 minutes

1st Grade – 15-20 minutes

2nd / 3rd Grade – 20-30 minutes

4th Grade – 30-45 minutes

Parents are requested to support our homework program by providing a quiet place and a regular time for your child to do homework, and reviewing all work with your child upon completion. In addition to class work assignments, every child at Woodridge School is expected to read or be read to for 20 minutes a day.

Medication

School office personnel may dispense medication to children upon the request of the parent and the child's physician. A form, available in the school office, must be completed by the parent and physician before any medications can be given. Prescription drugs must be in a prescription bottle with the dosage on the bottle, over-the-counter medications must be in their original containers. Students may not carry any medications with them during the school day. Asthma sufferers may have inhalers on them only if authorized by the parent (authorization forms are available in the health office).

Report Cards

Report cards are sent home at the end of each trimester. Your child's first trimester report card will be handed out during parent conferences on November 20 & 21, 2014. Trimester schedules are:

1st Trimester August 20, 2015 – November 6, 2015

2nd Trimester November 7, 2015 -March 4, 2016

3rd Trimester March 5, 2016- June 9, 2016

Standardized Testing

All 3rd and 4th grade students participate in the Smarter Balanced Assessment (SBAC) tests in English Language Arts and Mathematics. These computerized assessments measures students' performances on the state's rigorous Common Core Standards. **Testing dates for the 2015-16 will be during the month of April and May of 2016.** Test results are mailed home in the month of August.

Student Recognition Programs

Student Awards—all Woodridge students have opportunities to earn trimester awards.

These awards are intended to promote and recognize a variety of achievements. Parents are

welcome to attend. Parent letters for those students receiving awards are sent home and award assembly dates are published in the Woodridge News. The awards are as follows:

- **Principal's Award**—for students achieving Advanced levels in all areas.
- **Honor Roll**—for students achieving proficiencies in all academic areas and effort grades.
- **Outstanding Effort**—for students who always show their best efforts in their work.
- **Outstanding Citizenship**—for students who demonstrate respectful, responsible and safe behavior choices. Evidence of outstanding citizenship is never receiving bus citations, office referrals or suspensions.
- **Excellent Attendance**—for students who have had not more than 2 absences, tardies, lates, or early dismissals.
- **Perfect Attendance**—for students who have attended school everyday with no lates, tardies, or early dismissals.

PAWS—Paws stand for “Pretty Awesome Wildcats”. PAWS are given to students who are doing an excellent job following school rules. PAWS can be earned on the yard, in the classroom and in the cafeteria. Students will be given opportunities to purchase items with their PAWS.

Wildcat Club—every month students who have not received any citations, office referrals, or suspensions will be invited to our Wildcat Club celebration. Wildcat club events will vary each month from outside activities, assemblies, and prize raffles.

Wildcat End-Of-The-Year Event—For Wildcat Club members, an end of the year celebration is held. This celebration honors students who make good citizenship choices all year long. Participation in this event is based on individual teacher criteria. This event is held during the last month of school.

Student Success Team (SST) Meetings

The SST process is designed to assist the classroom teacher, support staff, and parents in meeting student's needs. Students who are having behavior or academic difficulties may be referred for a SST meeting. The SST includes: the classroom teacher, the principal, the parent, the Resource Specialist, the Psychologist, and other school personnel when appropriate such as the school nurse, the counselor, and the Speech Therapist. At the meeting, the team reviews all of the information brought by the team and makes recommendations to help the student improve. When all of the appropriate school resources have been used and the SST determines that additional services such as special education may be indicated, then a referral for further assessment is made.

Textbook Policy

Students will be responsible for lost and damaged textbooks or library books. It is important that students keep the same book they were issued since that is the book they will be held responsible for at the end of the year. Textbook prices are available in the school office.

Toys/Personal Belongings

Personal belongings need to stay home. Toys, games, balls, electronic devices or any other non-school supply items are not allowed at Woodridge School. Toys and other items confiscated will be returned to parents only. The school will not take responsibility for these items if lost or stolen.

Volunteers

All volunteers are encouraged and welcomed at Woodridge School. If you wish to volunteer, please complete a volunteer form, available in the office. District volunteer policies may require TB Tests, and fingerprints (provided by the district office) depending on the type of volunteer service. Volunteer jobs include assisting in the classroom, on the playground, in the office, or at PTA sponsored events. All families are encouraged to join the Woodridge PTA and are always welcome to attend the monthly PTA meeting, which are held the first Tuesday of every month, right after school.

Visitors

Parents are welcome and encouraged to visit the school. When you are visiting the campus, please come to the office to sign in and get a visitors pass. To ensure the safety of our students, any visitor without a pass will be asked to go to the office to get one. To minimize classroom disruptions, please make arrangements ahead of time with your child's teacher for classroom visits.

Special Programs

Woodridge has a variety of programs available to students. The following are brief descriptions and criteria for those programs.

After School Program-The Sacramento START Program

The START program offers after school activities from 3:00-6:00 pm, Monday through Friday (Wednesdays from 1:02 to 6:00). Students will be provided with homework time and support, participate in academic enrichment and recreational activities. Students must enroll in the program, and daily attendance is required. Students may be disenrolled from the program for inconsistent attendance or behavior concerns. The Woodridge START phone number is (916) 529-1321.

Gifted and Talented Program (GATE)

Following the district criteria, students are identified GATE starting in the 3rd through teacher recommendations, academic and STAR scores. GATE students are provided differentiated instruction within the classroom setting. The Woodridge Gate Liaison coordinates the GATE program as well as provides student and parent information.

Language, Speech, and Hearing

The Language, Speech, and Hearing Program provides designated instruction to students who exhibit delayed development of articulation skills, understanding and use of language skills and hearing impairment. To enable students to actively participate and achieve in the classroom, students receive individual/small group instruction in the Support Services Center by the Speech and Hearing Specialist.

Resource Specialist Program (RSP)

The Resource Specialist Program (RSP) is designed for children with learning disabilities that greatly impact their academic achievement. The classroom teacher, parent or school staff member may refer a student who is struggling academically. All referrals are sent through the Student Study Team (SST) process (see below). The Resource Specialist and School Psychologist conduct the evaluations to determine eligibility for the RSP program. An

Individualized Educational Plan (IEP) is written for students who qualify for the program. The Resource Specialist coordinates the delivery of services to the child, which may be in the classroom or in a “pull-out” program.

Woodridge Emergency Plan
(revised January, 2013)



Signal: “Code Red” announcement on the intercom (press Paging button on phone followed by 200 then say “Code RED”)

Procedures:

- Immediate Lockdown Procedures: lock all doors and windows, pull drapes closed. No release of students
- Inside, students duck and cover under tables/desks in a curled up position with head and face tucked down. After lockdown procedures are in place and students are secure, teachers assume duck and cover position.
- Outside, students drop to the ground, lying flat. When safe to do so (determined by adults on duty), students evacuate to nearest building and assume duck and cover positions.
- Emergency Phone Procedures: restrict use of all phones
- Intercom Announcement will signal Code Red has ended



Signal: “Code Yellow” announcement on the intercom (press Paging button on phone followed by 200 then say “Code Yellow”)

Procedures:

- Lockdown Procedures: lock all doors and windows, pull drapes closed. No release of students
- Inside, remain calm, continue to have students engaged in activities.
- Outside, students should immediately line up and be escorted to classrooms.

- Email Office (Selene/Evelyn). On subject line, Post “Green” of everyone is accounted for; Post “Red” if students are missing or there is another emergency (put details in the email). Tape Green/red card in window if internet is not available.
- Emergency phone procedures: restrict use of all phones
- Intercom Announcement will signal Code Yellow has ended.



Signal: “Code Green” announcement on intercom (press Paging button on phone followed by 200 then say “Code Green”)

Procedures:

- Students and teachers report to their classrooms
- Lockdown procedures not necessary but all students must remain accounted for at all times.
- Teachers/staff may be asked to call families.
- Students will be released to parent/emergency contacts from the classrooms. Teachers/staff should create sign out sheets.
- When appropriate, students may be called to report to LMC for release procedures and some staff may be released at this point.
- Instructions will be relayed through intercom, email and door-to-door communication.



Signal: Fire Alarm bell and Flashing Lights (Fire Alarm Pulls located in the office, main hall and cafeteria)

Procedures:

- Follow exit routes posted in every classroom
- Close classrooms doors, take emergency red folder and cell phone (if you have one)
- Report to designated area. Face away from the building. If students are outside, they should report directly to designated areas. Students in the library or office, evacuate to the front of the school.
- Teachers should hold up Green Card if all are accounted for; Red Card if a student is missing.
- If school evacuation is necessary, verbal directions will be given.
- All Clear signal is given through intercom.