

# Family Handbook



## **Woodridge School**

5761 Brett Drive  
Sacramento, CA 95842  
(916) 566-1650  
(916) 566-7820 fax

**Twin Rivers Unified School District**

<http://Woodridge.twinriversusd.org>

**Dear Woodridge Families,**

Welcome to Woodridge Elementary! Our number one goal at Woodridge is academic achievement. In order to keep academics our focus, staff, students and parents must all work together as a cohesive team.

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. Parents are encouraged to read this handbook and discuss it with your children, so they know that we are all working together for them.

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,

*Shauna Newton*

Mrs. Newton  
Principal



## Woodridge Vision and Mission

High academic  
expectations  
for all

Rigorous and  
engaging  
instruction

Safe, responsible  
respectful and  
welcoming  
environment

Strong  
partnerships  
with  
community  
and  
family

### Our Mission

To create conditions  
for all students to  
learn and succeed.

# WOODRIDGE PBIS BEHAVIOR MATRIX

Be Safe  
Be Responsible  
Be Respectful  
Be Kind  
It's The Wildcat Way!

AREA/ SETTING	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	BE KIND
<b>Hallway and Walkway</b>	<p>Walk at all times.</p> <p>Keep hands, feet, and objects to yourself.</p>	<p>Use quiet voices.</p> <p>Hold doors open behind you.</p> <p>Be mindful of other students learning.</p>	<p>Go directly to your destination.</p> <p>Keep hall pass visible at all times.</p>	<p>Help friends find their way.</p> <p>Hold doors open for others.</p> <p>Greet people passing by.</p>
<b>Playground</b>	<p>Keep hands, feet, &amp; objects to yourself.</p> <p>Kick and throw balls on the grass only.</p> <p>Walk to and from your classroom or line.</p> <p>Use equipment properly.</p>	<p>Play fair, share, and take turns.</p>	<p>Stay in bounds.</p> <p>Return all equipment after use.</p> <p>Tell an adult if there is a problem you CAN'T solve.</p> <p>Use the bathroom and drinking fountain during recess.</p> <p>Freeze when the bell rings.</p> <p>Walk directly to line up when the whistle blows.</p>	<p>Use kind words.</p> <p>Comfort friends who are sad.</p> <p>Include others who want to play.</p>
<b>Cafeteria</b>	<p>Walk in and out of the cafeteria and face forward in line.</p> <p>Keep hands, body, and objects to yourself.</p> <p>Keep your food/drink on your own plate.</p> <p>Carry your tray with both hands.</p>	<p>Use voice level 2.</p> <p>Recycle your food carefully.</p> <p>Follow directions the first time.</p>	<p>Eat your food so your body can grow strong.</p> <p>Clean up your area and trash.</p> <p>Say your name and your teacher's name clearly.</p> <p>Stay seated until dismissed.</p>	<p>Say please and thank you.</p> <p>Be helpful to others.</p>

			Raise your hand for help.	
<b>Bathrooms</b>  <b>Go, Flush, Wash, Leave</b>	Wash your hands.  Close and lock only the stall door you are using.  Only the bottom of your shoes touch the floor.	Flush the toilet.  Keep the bathroom clean.	Go to the bathroom in the toilet.  Leave the bathroom when finished.  Level 1 voice.  Use the bathroom closest to where you are.  Tell an adult if there is a problem you can't solve.	Wait your turn.  Give others privacy.
<b>Library</b>	Use walking feet.  Follow library procedures.  Sit appropriately.	Treat books nicely.  Allow others to work and read without interruption.	Use shelf markers for finding books.  Return books on time.  Use voice level 1.	Say please and thank you.  Be helpful to others.
<b>Assembly</b>	Walk quietly in and out of the cafeteria.  Wait for your teacher's instructions.	Voices off when the speaker is speaking.  Sit facing forward and criss cross.	Be an active listener.  Keep your voice at an appropriate level.	Use appropriate audience response.  Allow your friends to hear and pay attention by doing so yourself.
<b>Office</b>	Go straight to the office.  Walk up and down the stairs.  Stay seated in the chairs.  Go up on the left side of the stairs and go down on the right side.	Check-in with the office staff.  Follow directions the first time.  Use a level 1 voice.	Make sure you have a pass.  Make sure you have permission to be up in the office.	Wait for your turn.
<b>Classroom</b>	Use materials appropriately.	Allow others to learn.	Be a good listener.  Do your best.	Say please and thank you.

	Keep hands, feet, and objects to yourself.	Follow directions the first time.	Follow CHAMPS expectations.	Be helpful to others.  Be a bucket filler.
<b>Arrival and Dismissal</b>	Walk Directly to and from School.  Use sidewalks and crosswalks.  Look both ways before crossing the street.  Walk your bike/scooter while on campus.  Always wear a strapped helmet.  Keep hands, feet, and objects to yourself.	Follow directions the first time.	Arrive to school at 7:30 for breakfast.  Stay in Supervised areas.  Go directly home or after-school program activities.	Greet others appropriately  Walk with friends during Walking Club.

## The Wildcat Way

Wildcats are:

☆ Safe ☆ Responsible ☆ Respectful ☆ Kind





## Woodridge School Staff

### Office Staff

Principal	Shauna Newton
Vice Principal	Heather Harris
Office Manager	Breanna Ahpo-Tiapula
Admin Assistant	Christina Gonzalez Briseno
Admin Assistant	
School Nurse	Michelle Gonzalve
Health Asst.	Keianna Laguna

### Classroom Teachers:

<b>T/K Kindergarten</b> Charlotte Godinez TK Angela Rooney Amber Lazaga Stacey Pratt Sharon Gonzales Athena Comeau	<b>1st Grade</b> Sarah Cooper Chlowee McCormick Kaitlin Woods	<b>2nd Grade</b> Liz Coleman Kristen Gothold (1/2) Marilee Marsh Patti McManus	<b>3rd Grade</b> Julia Leonard Kasey Schmidt Justin Langry Peter Smith	<b>4th Grade</b> Valerie Vasquez Linda West Brian Woodruff
<b>5th Grade</b> Lisa Gant Bret Friend	<b>6th Grade</b> Jenny Ambrose Tim Hernandez Holly Myers (5/6)	<b>SDC/RSP</b> Shannon Fahrer Maggie Valencia Bobbie Rathor Laura Wood	<b>Preschool Full Day</b> Tami Moen (34) Hiba Behnam (34) Mai Vang (35) Kagina Lot ( 35)	<b>Preschool Part Day</b> Vicki O'Connor ( 36) Jenee Bates (37)

### Support Staff

Counselor	Terri Williams
Psychologist	Sondra McCarty
Speech Therapist	Jennifer Seifert, Aleigha Jones
VAPA Teachers	Panhia Xiong (Art) _____ (Music)
Library Clerk	Carrielynn Croteau
AISB Bilingual Support	Elizabeth Lopez
AISB Behavior Support	Jennifer Jastilliana
Reading Specialist	Virginia Thomas
SCOE Mental Health Clinician	Meghan Wright
MTSS	Xochilt Pasoscastrillo
Cafeteria Staff	Blanca Reyes Perez, Rasha Rammoo, Takesha Cannon
Custodians	Loretta Saragoza (Head Custodian), Bud Gomez
ASES After School Manager	Odalys Santillan
Tech Support	Brian Thomas and Gustavo Banuelos
Noon duty	Sofia Relej, Isabel Valderrama, Cindel Bujanda, Jennifer Keeling

**Paraeducators:**

<b>SDC</b> Allison Massie (21) Kevin Lopez (22)	<b>TK/K</b> Nataliya Chmil (TK) _____ (K)	<b>RSP</b> Ezana Lakew (17) Carmelita Mariano (11)
<b>1:1</b> Kaitlyn Powers (IE) _____ (AK)	<b>Preschool</b> Elizabeth Guera Yanez (34) Ana Tullgren (35) Yuliyah Kolchanova (36) Najwa Rizk (36) Meghan Lerno (37) Lisa Baylor (37)	

**Office Roles****Secretary/Office Manager—Breanna Ah po-Tiapula**

- Arranges all student registrations/dis-enrollments
- Manages Student Body Accounts
- Handles all Independent Study Contracts
- Manages paperwork for staff absences and prepares for substitutes
- Manages absentee report
- Manages Principal's schedule
- Office/Customer Support (phone calls, health office, counter help)
- Oversees district forms for Field trips, conferences, PAFs
- Tracks school budget
- Runs newsletters, bulletins, school wide copies
- Student Award Certificates

**Admin Clerk-Christina Briseno**

- Manages all student records (incoming/outgoing cums)
- Manages student database—updating and daily attendance
- Manages monthly attendance reports and other district reports
- Handles late slips
- Attendance—phone messages, Aeries documentations, late slips, parent communication
- Office Support (phone calls, counter help, health office)
- Distributes mail
- Support copy machine troubleshooting

**Admin Clerk-**

- Inventories/orders warehouse supplies
- Handles late slips
- Office Support (phone calls, counter help, health office)
- Works with Principal/Counselor on attendance: SARTS, SARB referrals



### Woodridge Elementary Bell Schedule 2022/2023

			Regular Day		
grade	start	AM	Lunch	PM	Dismiss
TK/K	8:00	9:30-9:45	<b>11:11:45</b> (11:00-11:20 eat & 11:20-11:45 recess)	1:10-1:20	2:42
1	8:00	10:00-10:15	<b>11:25-12:10</b> (11:25-11:45 eat & 11:45-12:10 recess)	1:15-1:25	2:42
2	8:00	10:00-10:15	<b>11:25-12:10</b> (11:25-11:45 eat & 11:45-12:10 recess)	1:15-1:25	2:42
3	8:00	10:00-10:15	<b>11:50-12:35</b> (11:50-12:10 eat & 12:10-12:35 recess)	1:15-1:25	2:42
4	8:00	10:20-10:35	<b>11:50-12:35</b> (11:50-12:10 eat & 12:10-12:35 recess)	1:30-1:40	2:42
5	8:00	10:20-10:35	<b>12:15-1:00</b> (12:15-12:35 eat & 12:35-1:00 recess)	1:30-1:40	2:42
6	8:00	10:20-10:35	<b>12:15-1:00</b> (12:15-12:35 eat & 12:35-1:00 recess)	1:30-1:40	2:42

			Early Release Wednesday		
Grade	Start	AM	Lunch		Dismiss
TK/K	8:00	8:45-9:00	<b>10:00-10:45</b> (10:00-10:20 eat & 10:20-10:45 recess)		12:42
1	8:00	9:00-9:15	<b>10:25-11:10</b> (10:25-10:45 eat & 10:45-11:10 recess)		12:42
2	8:00	9:00-9:15	<b>10:25-11:10</b> (10:25-10:45 eat & 10:45-11:10 recess)		12:42
3	8:00	9:00-9:15	<b>10:50-11:35</b> (10:50-11:10 eat & 11:10-11:35 recess)		12:42
4	8:00	9:20-9:35	<b>10:50-11:35</b> (10:50-11:10 eat & 11:10-11:35 recess)		12:42
5	8:00	9:20-9:35	<b>11:15-12:00</b> (11:15-11:35 eat & 11:35-12:00 recess)		12:42
6	8:00	9:20-9:35	<b>11:15-12:00</b> (11:15-11:35 eat & 11:35-12:00 recess)		12:42

			<b>Minimum Day</b>	
<b>Grade</b>	<b>Start</b>	<b>AM</b>	<b>Lunch</b>	<b>Dismiss</b>
<b>TK/K</b>	<b>8:00</b>	<b>8:45-9:00</b>	<b>10:00-10:45</b> (10:00-10:20 eat & 10:20-10:45 recess)	<b>1:12</b>
<b>1</b>	<b>8:00</b>	<b>9:00-9:15</b>	<b>10:25-11:10</b> (10:25-10:45 eat & 10:45-11:10 recess)	<b>1:12</b>
<b>2</b>	<b>8:00</b>	<b>9:00-9:15</b>	<b>10:25-11:10</b> (10:25-10:45 eat & 10:45-11:10 recess)	<b>1:12</b>
<b>3</b>	<b>8:00</b>	<b>9:00-9:15</b>	<b>10:50-11:35</b> (10:50-11:10 eat & 11:10-11:35 recess)	<b>1:12</b>
<b>4</b>	<b>8:00</b>	<b>9:20-9:35</b>	<b>10:50-11:35</b> (10:50-11:10 eat & 11:10-11:35 recess)	<b>1:12</b>
<b>5</b>	<b>8:00</b>	<b>9:20-9:35</b>	<b>11:15-12:00</b> (11:15-11:35 eat & 11:35-12:00 recess)	<b>1:12</b>
<b>6</b>	<b>8:00</b>	<b>9:20-9:35</b>	<b>11:15-12:00</b> (11:15-11:35 eat & 11:35-12:00 recess)	<b>1:12</b>

			<b>Shortened Day</b>	
<b>Grade</b>	<b>Start</b>	<b>AM</b>	<b>Lunch</b>	<b>Dismiss</b>
<b>TK/K</b>	<b>8:00</b>	<b>9:30-9:45</b>	<b>11:00-11:45</b> (11:00-11:20 eat & 11:20-11:45 recess)	<b>1:42</b>
<b>1</b>	<b>8:00</b>	<b>10:00-10:15</b>	<b>11:25-12:10</b> (11:25-11:45 eat & 11:45-12:10 recess)	<b>1:42</b>
<b>2</b>	<b>8:00</b>	<b>10:00-10:15</b>	<b>11:25-12:10</b> (11:25-11:45 eat & 11:45-12:10 recess)	<b>1:42</b>
<b>3</b>	<b>8:00</b>	<b>10:00-10:15</b>	<b>11:50-12:35</b> (11:50-12:10 eat & 12:10-12:35 recess)	<b>1:42</b>
<b>4</b>	<b>8:00</b>	<b>10:20-10:35</b>	<b>11:50-12:35</b> (11:50-12:10 eat & 12:10-12:35 recess)	<b>1:42</b>
<b>5</b>	<b>8:00</b>	<b>10:20-10:35</b>	<b>12:15-1:00</b> (12:15-12:35 eat & 12:35-1:00 recess)	<b>1:42</b>
<b>6</b>	<b>8:00</b>	<b>10:20-10:35</b>	<b>12:15-1:00</b> (12:15-12:35 eat & 12:35-1:00 recess)	<b>1:42</b>

## 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:

- Parents/families serving as volunteers in the school, chaperoning field trips, attending student functions and school meetings, and participating in school and district committees and advisory councils.
- On-going communication between home and school regarding student academic or behavior progress, school events, classroom/home support, homework, and other issues. Home/School communication occurs through school newsletters, individual classroom newsletters, school website, Facebook, automated phone calling system, parent conferences, progress reports, phone calls, emails, Classroom Dojo, texting, and home/school visits.
- Participating in parent/family educational opportunities including parent workshops, family nights, school wide events, and meetings with our family resource staff.

Specific opportunities for family involvement include:

- **School Support**

- School Site Council (SSC)
- English Learner Advisory Council (ELAC)
- Woodridge Parent Club
- Coffee and Conversation

- **Volunteering:**

Volunteers and chaperones must complete the application process. The process includes completing a Volunteer/Chaperone Application (available at [www.twinriversusd.org](http://www.twinriversusd.org)), a negative Tuberculosis screening and a fingerprint/background check (Live Scan) with the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). The District offers Live Scan services free of charge to volunteers/chaperones. Please call 916.566.1600 x32105 to schedule your fingerprint appointment at the District office. Volunteer jobs include assisting in the classroom, on the playground, in the office, or at Booster Club sponsored events.

**Family Events:** All families are invited and encouraged to attend our family events to support student engagement and fundraising. Family events may include:

- Fall Festival
- Winter Wildcat Breakfast
- Science Night (hands-on activities)
- Movie Night (family movie night)
- Family Game Night (make and take a game)
- Family Literacy Night (read aloud activities and resources for parents)

## **General Policies and Procedures**

### **Academics:**

Journey's and Swun Math will be our ELA and Math adopted curriculum for the school year. We will also be having "ROAR" time daily, a protected reading intervention time daily for 1 hour, time determined by grade level teams. ROAR time is a differentiated, skills based reading instruction time.

**Arrival at School** Gates are unlocked at 7:30 for students going to the cafeteria to eat breakfast. The only supervision is inside the cafeteria until morning walk begins at 7:45. Students should not be on campus before 7:45 unless they are eating breakfast or are part of a supervised club or program. Breakfast ends promptly at 7:55 and class begins at 8:00.

### **Dismissal from School**

There are two areas for student pickup. The grade of your child and whether or not your child has siblings at Woodridge will determine where they are to be picked up. At dismissal, students will go to the assigned gate. 4th- 6th grade students with NO siblings at Woodridge will walk to the preschool gate for dismissal on Revelstock Dr. (on the side of school by the preschool). Students can wait for their ride at the gate or exit the gate to walk home. T/K-3rd grade students and students with siblings at Woodridge will be dismissed at the front of the school. There will be supervision at both gates until 3:00 (1:00 on Wednesday). **PLEASE note that there is no student supervision after 3:00 (1:00 on Wednesday).**

**PLEASE USE CAUTION AROUND OUR SCHOOL, DRIVE SAFELY, and AVOID BLOCKING TRAFFIC**

### **Early Dismissal**

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

- 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.
- Early Dismissals will not be granted after 2:30 (12:30 on Wednesday). Please call the office for an early dismissal. If an adult other than the parent/guardian calls for a student, they must be designated on the emergency card and will be asked for identification in order for us to release your child to the care of that person.

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.

**Attendance Procedures:** Attendance is tracked on Aeries. Every student not physically in the classroom at 8:00 will be marked absent. Students who arrive after 8:00 should go directly to the office for a late slip. Automated phone calls are sent out to verify absences. The office calls home on any student whose family does not call to verify absence. Families have 5 days to clear an absence. If students will be out for any reason, please call our main office line at 566-1650 to report your child's absence or send in a written note as to the reason for the absence.

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

When attendance is a concern, families will be asked to attend a Student Attendance Review Team (SART) meeting at the school. If concerns still continue, families may be asked to attend district attendance hearings with the Student Attendance Review Board (SARB).

**Cafeteria:** The Woodridge Cafeteria serves breakfast and lunch every day. The school district provides a free breakfast and lunch for every student.

**Healthy Snack Policy:**

Students are encouraged to bring water and items such as fruits, vegetables, cheese sticks, pretzels, or crackers to snack on at recess. We encourage healthy food for lunch and snacks. For parties and celebrations, items must be store bought. Homemade food items are not allowed and will not be distributed due to health codes. **We will restrict the consumption of candy, soda and chips to lunch time only.**

**Cafeteria Procedures:**

- Students should have their ID card. This makes checking in on the computer much easier and faster.
- Teachers will walk their class to the cafeteria for lunch. Students enter the cafeteria through the farthest side door near the outdoor stage.
- Occasionally, students may eat outside.
- All students will be dismissed by class according to the cleanliness of the table and behavior of the students.
- Students may bring other food items with them to supplement their lunch.
- If students bring lunch from home, they should have appropriate individual serving sizes.

**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 a student brings a cell phone to school, it must be turned off and left in their backpack or turned in to their teacher for the day. If students disregard this policy, the student will be asked to return the cell phone to the backpack. If students refuse, the cell phone will be confiscated and will be held until after school or until a parent can pick it up. The school is not liable or responsible for theft, loss, or damaged cell phones.

**Dress Code:** Please also refer to the TRUSD dress code in the [TR Student and Family Handbook](#).

Clothing must cover undergarments, must not be see-through, must cover the chest and torso, and must cover buttocks while standing and sitting. Clothing must be safe and appropriate for all scheduled classroom activities, including P.E. and recess. Hats and sunglasses may be worn while outside.

Clothing, jewelry, and personal items shall not contain writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.

Clothing containing images, symbols, or wording that is homophobic, obscene, religiously or racially discriminatory, or that promotes gender-biased discrimination or defamation or represents gang affiliation are not permitted.

Shoes should be appropriate for school activities (including recess and P.E.). 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 toed shoes are not recommended.

#### **Communication between school and home:**

The Woodridge staff maintains regular and on-going communication with our families. Information and important announcements are sent to your email via Aeries Parent Square and through automated phone calls from the school or district. Our webpage contains upcoming events, school and community information and last minute notices. Our school webpage and Facebook page can be accessed at <http://woodridge.twinriversusd.org>. In addition, teachers send home classroom newsletters, provide progress reports, make phone calls, and conduct home visits. All Woodridge teachers can be reached through email and voicemail.

If you have changes with a telephone number, email, or address, please contact the school ***immediately*** so that the information can be updated. ***If an emergency should arise with your child, it is vital that we are able to make immediate phone contact to a parent or emergency contact at all times.***

#### **Emergency Plan**

Woodridge staff and students practice monthly fire and lockdown drills and a Woodridge Safety Team is in place. The following outlines the procedures for the various drills:

#### ***Lockdown*** (immediate threat i.e. intruder on campus)

##### Procedures:

- Immediate Lockdown Procedures: lock all doors and windows, pull drapes closed. Students will not be released from class for any reason.
- 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 the nearest building and assume duck and cover positions.

- Emergency Phone Procedures: restrict use of all phones
- Announcement will signal Lockdown has ended

***Shelter-in-Place*** (community threat i.e. police activity in the area but not on campus)

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.
- Staff inform the office if everyone is accounted for or if students are missing or there is another emergency.
- Emergency phone procedures: restrict use of all phones
- Announcement will signal Shelter-in-Place has ended.

***Fire*** (evacuation procedures)

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
- Report to the designated area. Face away from the building. If students are outside, they should report directly to designated areas. Students in the library or office will evacuate to the front of the school.
- Teachers hold up Green Cards if all are accounted for; Red Cards if a student is missing.
- If school evacuation is necessary, verbal directions will be given.
- The All Clear signal is given over the intercom.

**Health and Safety:**

Students should not come to school if they are ill or have a fever. For the most up-to-date information and guidance, please access the [TRUSD Health and Wellness site here](#)

**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 contacting the office. Requests must be made at least one week prior to the absences in order to prepare paperwork and student assignments. 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 if students do not return on the day stated on the independent study contract.

**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).

**Morning Sing:** Once per month we will have a Morning Sing assembly to recognize a character trait, perfect attendance, and outstanding effort.

**Playground Rules:**

1. Stay on the playground. Children should have a pass when leaving the playground during recess.
2. Play safely and be a good sport.
3. No gum or food on the playground. Food may only be eaten at benches/tables.
4. Throw away your trash.
5. Climbing on fences is prohibited. Students should never be behind or between the portables or in parking areas.
6. Benches are for sitting.
7. The courtyard is off limits during recess unless supervised by a teacher.
8. Use designated areas and appropriate equipment for games. Running and kicking balls on the black top can be dangerous and is not allowed.
9. No tag.
10. Running games are played in the grass area only.
11. Use all equipment as intended (for example: jump ropes are for jumping only, no sitting on tetherballs, no climbing on top of the jungle gym tunnel.)
12. Allow for plenty of room when jumping rope and playing "ball" games.
13. Bell signals the end of recess. Freeze at the bell and at the whistle go line up. Go directly to your line, no more drinks or last turns.
14. No Football unless it is being coached or supervised by a teacher who is not on duty at the time.
15. Do not go out of the playground area after a ball. Ask yard duty to get it for you.

**Report Cards and Parent Conferences**

- Fall conferences must be held for all students
- First trimester report cards will be given out at fall conference
- Teachers may schedule additional conferences as needed

**Special Programs**

Woodridge has a variety of programs, activities, and clubs available to students. Watch for notifications about clubs and activities throughout the year.

**After School Program-The Center**

The Center after school program offers before and after school activities. Students are provided with homework time and support and 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. Contact the after school program at 916-694-7572



### **Standardized Testing**

All 3<sup>rd</sup> through 6<sup>th</sup> grade students participate in the Smarter Balanced Assessment (SBAC) tests in English Language Arts and Mathematics. These computerized assessments measure students' performances on the state's rigorous Common Core Standards. **You will be notified of the Spring testing dates.** Test results are mailed home in the month of August.

### **Student Recognition Programs**

All Woodridge students (1<sup>st</sup> -6<sup>th</sup>) 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 by the classroom teacher and award assembly dates/times are on the Woodridge calendar. The 1<sup>st</sup>-6<sup>th</sup> awards are as follows:

- **Principal's Award**—for students achieving As in all areas grades and Os and Gs.
- **Honor Roll**—for students achieving A's B's in all academic areas and A, G and N are ok.
- **Excellent Attendance**-for students who have had not more than 2 absences, tardies, lates, or early dismissals or 4 attendance events.
- **Perfect Attendance**—for students who have attended school everyday with no lates, tardies, or early dismissals.

### **Textbook and Laptop Policy**

Students will be responsible for lost and damaged textbooks, laptops, and 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.

### **Technology Policy**

- Every student has been or will be provided with a Chromebook for use during the school year. Students are asked to bring their Chromebooks to school **fully charged every day.**
- Students will be held responsible for lost or damaged devices and families may be charged for replacements

### **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 students after school. The school will not take responsibility for these items if lost or stolen.

### **Visitors:**

Parents are welcome and encouraged to visit the school. When you are visiting the campus, please come up to the office to sign in and get a visitor's 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.

**Wildcat Cash:** Wildcat Cash is given to students who are “caught” being safe, responsible, respectable or kind. Wildcat Cash may be redeemed at the Wildcat Store and at special -pop-up” events. Wildcat Cash can be earned on the yard, in the classroom and in the cafeteria, library and hallways.

### **Behavior Management and Discipline Plan**

CHAMPS and PBIS are our school wide behavior systems both in and out of class. We use CHAMPS and PBIS to communicate our behavioral expectations and ensure students understand their role in making Woodridge a safe and positive environment to work and learn. We use restorative practices whenever possible to reinforce these expectations. When students make poor choices, we use progressive discipline to match our responses and consequences to the behavior.

All teachers are expected to continually teach and model our school rules and expectations throughout the year. All staff members need to enforce school rules with all students consistently and take responsibility for following up with appropriate personnel.

All students are expected to be safe, responsible, respectful and kind. 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. Students who choose not to follow the rules and expectations can expect the following consequences: warnings, time outs, community service, phone calls home, office referrals, and suspensions. Students who make good choices can expect the following rewards: Wildcat Cash, positive phone calls home, student awards and other incentives, and participation in special events.

### **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 are 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.

If you believe your child is being bullied, please speak to your child's teacher or the principal. Bully Report forms are available in the school office.

#### **Technology Resources:**

the following on-line programs are used to support student achievement:

i-Ready:

- Online assessment and teaching program used as a Tier 2 intervention for reading.
- Leveled online lessons that target students need
- Provides student reading data for teachers to use for grouping purposes.
- Students are required to use i-Ready for 30 minutes per week with an 80% passage rate
- Three Diagnostic Tests are given yearly.

Imagine Learning Program

- The Imagine Learning program is provided by the district to support English Learners.
- The site is provided with enough licenses to support all of its Level 1-3 students.
- To ensure success, English Learners should spend a minimum of 30 minutes 3 times per week on the program.
- Please note, this is not a substitute for daily ELD instruction.

Flocabulary

- A vocabulary building program that uses hip-hop songs and activities. Vocabulary is organized by grade level and across content areas.

Nearpod

- Online digital lesson resources

Raz Kids Reading Program

- Online guided reading program with interactive ebooks, downloadable books, and reading quizzes
- Raz Kids is a reading program that provides students with extra reading practice at their instructional level (as determined by the Fountas and Pinnell leveled reading kit).
- Students are able to access their accounts from home

#### IXL Math

- Facts Practice website with required diagnostics at each trimester
- Students can access the program at home, but the teacher must assign “homework”

Tumblebooks—online book program.

Link to the [Twin Rivers Student and Family Handbook](#)