

1201 Felta Road-Healdsburg, CA 95448
707-433-3923 Office • 707-433-7341 Fax
www.westsideusd.org

Small School • Big Impact



2019-2020

Student Parent Handbook and Calendar

Welcome West Side School Parents and Guardians,

We are excited to have you and your children be part of the West Side community! At West Side, we are committed to every student's success and that our students learn and grow in a safe and supportive environment.

Our committed and highly qualified staff supports and motivates our students to grow in knowledge, skill, and character. West Side students develop into lifelong learners, equipped with the education to succeed in academics and beyond.

Everyone here at West Side knows the importance of parental involvement and community support. We encourage you to get to know your child's teacher and to volunteer as your schedule permits. Together, we can make the very best elementary school experience for your child.

This handbook contains important information about West Side's policies and procedures. If you have any questions, please do not hesitate to contact us.

Thank you for trusting West Side with your child's education. Go Bobcats!

Mission Statement

The West Side Union Elementary School District is an educational community that promotes academic, physical, and social growth for all students. We provide educational programs of the highest quality within a supportive environment, respecting individual differences, and cultural backgrounds. We encourage critical and creative thinking, and aim to strengthen each student's power of imagination. We provide the foundation for higher education, responsible leadership, and lifelong learning.

School Hours

TK-K: 8:20 a.m.-1:40 p.m.
1st-3rd: 8:20 a.m.-2:30 p.m.
4th-6th 8:20 a.m.-2:40 p.m.

Supervised Time Begins at 7:45 a.m.

Every Wednesday 1:40 p.m. release for all students

Minimum Days: 12:00 p.m. release for all students

Morning Recess: 10:10 a.m.-10:30 a.m. for all students

Lunch Recess: 12:00 p.m.-12:40 p.m. for all students

After Care: 1:40 p.m.-6:00 p.m.

Office Hours

M-F 7:45 a.m.-4:00 p.m. (subject to change)

Wednesday Mail

A mail envelope goes home every Wednesday with your child with important information.

BobChat

Our bi-weekly, electronic newsletter is sent home every other Wednesday to emails provided on emergency cards.

Office/Support Staff

Main Office

Phone: (707) 433-3923

Fax: (707) 433-7341

Principal/Superintendent

Kris Menlove

Office Manager/Secretary

Leslie Palmieri

Business Manager

Jamie Hunt

Extended Care

(707) 433-4541

Board of Trustees

Patricia Bertapelle-President

Ann Marie Davis-Clerk

Kristen Brodrick

Carrie Kozubal

Scott Nielsen

To email any West Side Staff member
or Board member: first initial last name
@westsideusd.org

Faculty

James Greenwald TK/K

Jennifer Kettmann K

Susie Dalton 1st

Beth Mendez 2nd

Sara Kee 3rd

Lamiel Bjorkquist 4th

Benji Tan 5th

Teresa Brooks 6th

Heidi Rochford RSP

Attendance

Excused Absences

Arriving to school on time and attending each day will set your child up for a positive educational experience. Outside of illness or emergency situations, we hope that all students will attend school each day. An excused absence shall be granted for the following reasons: student illness, medical or dental appointments, or funerals of immediate family members. All other absences are unexcused.

A parent or guardian must clear absence with the office. You may write a note, call the office, or email the office to clear your child's absence. An absence that is not cleared will be considered unexcused.

Truancy

Students who are absent or miss more than thirty minutes of a school day without a valid excuse for three or more times in one school year are considered truant (Education Code 48260).

Students with patterns of unexcused absences, chronic excused absences (10% or more), and/or habitual tardies may be referred to the School Attendance Review Board (SARB) for discussion and/or disciplinary action. Students with excessive truancies will be referred to SARB.

Independent Study

Independent study contracts should be used for students who will be out 5 or more days. **Please notify the school office in writing two weeks prior to the beginning of the requested independent study timeframes.** Completed independent study work will count toward attendance and prevent students from falling behind. Attendance is very important to a student's academic success. If possible, schedule vacations during winter, spring or summer breaks.

Permission to Leave School

To take a child before school is dismissed, parents must come into the office and sign their child out prior to leaving. Students will only be released to a parent or guardian unless prior notification is given to the office. Student absences for more than 30 minutes during a school day without a valid excuse will be considered an unexcused absence.

Interdistrict Attendance

Students who live outside the West Side Union Elementary School District must complete an Interdistrict Attendance Permit (IDAP) every year. The IDAP is initiated at the school district of residence. West Side must receive approved IDAPs from the school district of residence no later than January 31 for the upcoming school year. The failure of the parent/guardian to meet any timelines

established by the school district shall be deemed an abandonment of the request. Existing IDAPs may be revoked or rescinded. Per AB 2826, Ed Code 46600.2.

Student Health and Safety

Immunizations

“NO SHOTS, NO SCHOOL.” With few exceptions, that’s the rule for any pupil entering school in California for the first time. Current law requires all students to be immunized against diphtheria, whooping cough, chicken pox, tetanus, measles, mumps, rubella, Hepatitis B, and polio prior to entering any classroom. Children entering first grade must show evidence that they have received a complete health assessment within 18 months prior to entry, or 90 days after entry into the first grade. Pupils may no longer be exempt from these rules for religious reasons. A notice from a Physician is the only possible exception.

Emergency Contacts

Your child’s emergency contact information is a critical safety item. In the event of an emergency, students will only be released to the people listed as emergency contacts. Please make sure that all contact names and phone numbers are current. If you move from your present address, change phone numbers or email address, please let the office know immediately.

School Lunch and Morning Recess Snacks

School lunch is served each day. It is important to pay forward for lunch. Lunch is \$4.50 and \$.50 for an extra milk unless you qualify for free or reduced-price lunch through the NSLP (National School Lunch Program). Your child may be eligible for free or reduced-price meals. If you qualify for reduced price meals, you are responsible on the day of service for the reduced price of each meal. When you receive a bill for lunch service, you are responsible for prompt payment. **All students should bring a nutritious snack to be eaten at recess time.** We encourage a healthy lifestyle. Please do not send your child with candy, soda or energy drinks to school. Applications are included in the first day packet or you may obtain one from the office.

Medication at School

If your child needs medication administered at school, California Ed. Code 49423 allows the school nurse or other designated school personnel to assist students who are required to take medication during the school day, provided that the school receives a written statement from the child's physician and a written request from the parent. Medication must be in the original pharmacy labeled prescription container. Please bring the medication with the signed form to the office for safe storage.

Curriculum and Homework

Curriculum

West Side School follows the district's adopted course of study which is based upon the Common Core State Standards and utilizes instructional materials adopted by the California State Board of Education. Teachers use the Standards as guides to what students are expected to learn at each grade level. This provides coordination and sequence through the grades. Specific questions concerning the curriculum and the materials which your child will use during the school year should be discussed with your child's teacher.

Homework

Meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework helps the child assume responsibility, teaches self-discipline and reinforces skills.

Parent/Teacher Conferences

Parent/Teacher conferences are held during the first trimester. Students are dismissed at 12:00 p.m. the week of conferences. Report cards are sent home three times a year.

Student Success Team

Often there are times when parents and teachers need an opportunity to seek assistance from others when all means of intervention have been explored. The Student Success Team offers parents and staff the opportunity to work collaboratively in evaluating the strengths and needs of students having academic, attendance or behavioral difficulties and in identifying strategies and programs that may assist the students.

Campus Safety

Visitors and Volunteers

We welcome visitors and volunteers! Volunteers are required to attend the West Side volunteer orientation, complete an application, sign a volunteer code of conduct, and provide a recent negative tuberculosis test. Volunteer orientation dates will be announced at the beginning of the school year. All visitors and volunteers must report to the office, sign in the volunteer/visitor's log and obtain and

wear a volunteer/visitor's badge. It is imperative that we know who is on campus at all times. This complies with the site safety plan.

Drop-off and Pick-up

Adult supervision begins on the playground at 7:45 a.m. each morning. Students should not arrive before 7:45 a.m. as there is no adult supervision. Immediately after school, a parent or caregiver must pick up students. Please be sure that your child always knows how he/she will be getting home after school. If there is a change in the after school pick up routine, please make sure to send a note in the morning with your child. If there are unforeseen changes throughout the day, please call the office as soon as possible so that we can inform your child and the teacher. Students who are not picked up within ten minutes of dismissal are sent to our After Care program.

Principal Designee

Under the supervision of the Principal, the Teacher-in-Charge will become the "Principal's Designee" to serve in the Principal's position when she/he is absent.

Comprehensive Safety Plan

Every year West Side School updates and implements our Board approved Comprehensive Safety Plan. The safety plan includes all procedures related to keeping our students safe. A complete copy of our safety plan is available in the office or on our website; click on the District tab and select [School Safety Plan](#).

Transportation

Bus Service

Bus service is provided to and from school for those students who live within the West Side Union Elementary School District boundaries. Those students who live beyond our District's boundaries must be picked up ten minutes after dismissal or enroll in our After Care Program.

Field Trips

Kindergarten through second grade students are required to take a school bus on all field trips. Upper grade teachers often times request parent drivers for field trips. Parent must notify teacher if the student will be picked up directly from the field trip and not returning to school. All parent drivers are required to complete a Use of Private Vehicles form, provide proof of current automobile insurance, a

copy of a valid California driver license, and have met West Side's volunteer requirements. If the field trip is overnight, the parent chaperone is also required to be fingerprinted.

Technology

School Property

All students and parents are required to read and sign West Side's Technology Pledge and Acceptable Use policy before any access to technology will be granted. Cyber safety for all students is our goal.

Personal Property

All personal technology devices (cell phone, iPads, iPods, Smart Watches. etc.) should be left at home. Teachers may make exceptions when deemed appropriate, and any inappropriate use of a device will not be tolerated and devices will be held in the office for later parent retrieval.

After Care

We are a small after-school daycare program serving West Side students in grades TK-6. We follow the school schedule and are closed on all school holidays and teacher work days. Please see the school calendar. Our program closes at 6:00 p.m. Parents only pay for the time their children actually attend After Care. Please visit the After Care Handbook or click on the Parent tab and select After Care for more information.

Behavioral Expectations and School Rules

Common Area	Be Safe	Be Respectful	Be Responsible
West Side On and Off Campus	<ul style="list-style-type: none"> • Walk facing forward. • Keep hands, feet and objects to self. • Get adult help for accidents and spills. • Use all equipment and materials appropriately. • Ask permission to leave assigned areas. 	<ul style="list-style-type: none"> • Use words and actions kindly and appropriately. • Wait patiently for your turn. • Clean up after self. • Follow adult directions. 	<ul style="list-style-type: none"> • Follow school, classroom, and the rules of the site West Side is visiting. • Be prepared. • Take proper care of all personal belongings and school property. • Be honest.
Lunch Tables	<ul style="list-style-type: none"> • Eat your own food. • Sit while eating with feet on floor, bottom on bench, and facing table. 	<ul style="list-style-type: none"> • Use quiet voices. • Use good manners. 	<ul style="list-style-type: none"> • Raise hand for assistance and to be excused. • Sort garbage, compost, and recycling. • Clean up your area.
Playground Recess	<ul style="list-style-type: none"> • Walk promptly to class line when bell rings. • Stay within boundaries. • Be aware of activities/games around you. • No play fighting. • Be visible to adult supervision at all times. 	<ul style="list-style-type: none"> • Follow the posted game rules. • Use good sportsmanship. • Include all who want to play. • Share the equipment. • Line up quietly. 	<ul style="list-style-type: none"> • Use recess equipment safely and for intended purpose. • Return equipment to proper storage. • Communicate needs directly to yard duty. • Use the restroom and get water. • Keep rocks and wood chips in designated areas.
Passing Areas	<ul style="list-style-type: none"> • Stay out of the red zone. • Keep the walkways clear. • Walk at all times. 	<ul style="list-style-type: none"> • Use quiet voices. 	<ul style="list-style-type: none"> • Walk directly to and from where you need to be.
Bathrooms	<ul style="list-style-type: none"> • Keep feet on floor. • Keep water in the sink. • Wash your hands. 	<ul style="list-style-type: none"> • Give people privacy. • Use quiet voices. 	<ul style="list-style-type: none"> • Flush toilet after use. • Walk directly to and from the bathroom. • Put towels in compost bin. • Use supplies appropriately.
Special Events and Assemblies	<ul style="list-style-type: none"> • Enter and exit in an orderly manner. • Keep aisles clear. • Sit appropriately with hands and feet to yourself. • Look to your teacher for direction. 	<ul style="list-style-type: none"> • Use quiet voices. • Use appropriate audience manners. 	<ul style="list-style-type: none"> • Focus on the presentation. • Respond appropriately to presentation and/or speaker.

West Side Drop Off/Pick Up Procedures

OPERATION COOPERATION

- ★ Please know that school parking lots are not designed to handle the number of vehicles that come to campus at the beginning and end of each school day.
- ★ Your patience, understanding, and support of “Operation Cooperation” is appreciated.
- ★ The West Side staff does everything they can to encourage parents to follow the parking lot rules and maximize the flow of traffic.
- ★ The staff knows that your time is precious, but the safety of every student is their first priority.

Please take the time to review these DOs and DON'Ts and help to keep our campus safe.

DOs:

- Drive slowly in the school zone.
- Use circular driveway for turning around—no U-turns in front of the school!
- Use crosswalks at all times—adults and students! Be a good example.
- White striped zones and pathways are for walking (crosswalks, loading zones)
- Use sidewalks and striped zones.
- Leave the loading zones as soon as possible so the next driver can use it.
- Be courteous—avoid blocking traffic whenever possible.
- If you must use your cell phone in and around school, “hands-free” is the law.

DON'Ts:

- Don't stop or park in the crosswalks, or in the red emergency zones.
- Don't let children cross the street without an adult escort, especially Felta Rd.
- Don't let students walk behind parked cars. Use sidewalks or striped pathways.
- Don't leave car unattended in the loading zone in front of the primary wing (K-3).
- Don't park in the striped zone next to curb and roses—this area is for students to walk in.
- Don't park in the bus loading zone in front of K during posted bus loading times.
- Don't park on the soft shoulder across the street in front of the upper-grade wing (4-5-6).
- Absolutely **Do Not** park in the handicapped parking zone without blue placard displayed.