

WESTSIDE SCHOOL

Twin Rivers Unified School District
6537 W. Second Street
Rio Linda, CA 95673

Kristina Jordan, Principal
Sara Rowlett, Office Manager
Kelley Hicks, Elementary Admin Clerk

	<u>School Colors</u>	<u>School Mascot</u>
Westside Elementary	Orange and Black	Wildcat

School Telephone Numbers

Westside School Office	916-566-1990
Westside School Fax	916-566-1991
Westside Attendance Line	916-566-1990
District Office	916-566-1600

School MISSION

Westside School is committed to developing and maintaining a positive and safe learning environment with a challenging and meaningful curriculum to prepare our students to be college and career ready.

District Mission

To inspire each student to extraordinary achievement every day.

Westside Staff Members 2026-2027

<u>Position</u>	<u>Staff Member</u>	<u>Location/Room</u>
Principal	Kristina Jordan	Office
Kdg.	Tracy Roberts	K1
Kdg.	Sarah Delap	K4
Transitional Kdg	Gailene Carreno	K2
Bridge Class	Amber Burga	K3
1 st	Rhiannon Fontaine	12
1 st	Stacey Jurich	7
2 nd Grade	Amy Inderkum	8
2 nd Grade	Sandy McBee	13
3 rd Grade	Kao Lo	9
3 rd Grade	Becky Bradford	14
4 th Grade	Michelle Dice	17
4 th Grade	Eric Poole	22
5 th Grade	Joanna Sharlette	19
5 th Grade	Tony Wood	21
6 th Grade	Dena VanCleeef	20
6 th Grade	Tina Scherer	18
7 th Grade	Kristina Planting	26
7 th Grade	Shannon Summers	25
8 th Grade	Jared Lesa	23
8 th Grade	Thomas Cope	24
PE	Mario Ramirez	16
Art	Thomas Brockman	Stage
Music	Joshua Ray	Stage
Counselor/Charter	Leisa Machado	K3
Counselor/Elementary	Jaime Hare	10
Student Support Teacher	Megan Norris	Office
MTSS Specialist	Janakai Rao	Office
AISB	Claudia Miranda	Office
RSP	Kristy Garcia	15/Resource Center
RSP	Alicia Humphrey	15/Resource Center
Elementary Counselor	Jaime Hare	10
Speech	Christina Garcia	11
Speech	Karyn Mertz	11
Speech	Irene Katkanova	11
Psychologist	Myla Love	K3
Nurse	Rosie Sutton	Health Office
Health Assistant	Mariela Flores Sandoval	Health Office
Health Assistant/LVN	Kriza Navarro	Health Office
Office Manager	Sara Rowlett	Office
Admin Clerk - Elementary	Kelley Hicks	Office
Admin Clerk - Charter	Kelly Pruitt	Office
Library Clerk	Rashele Farris	Library Media Center
Para Educator RSP	Wendy Pierce	15/Resource Center
Para Educator RSP	Brenna Dunivan	15/Resource Center
Para Educator	Kristen Hancock	Kindergarten Classes
Para Educator	Jason Rudy	BRIDGE Class
TK Para Educator	Nhia Vang	K2
Expanded Learning Lead	Shawn Kiehn	LMC
Noon Duty	Julie Hudson	

Noon Duty	Kristen Hancock	
Noon Duty	Donna Bek	
Noon Duty	Sha Mack	
Noon Duty	Tyrone Weaver	
Cafeteria Manager	Jessica Martinez	Cafeteria
Cafeteria Assistant	Michelle Smith	Cafeteria
Cafeteria Assistant	Michael Zambrano	Cafeteria
Custodian (Day)	TBD	Custodial Room
Custodian (Night)	Kao Xiong	Custodial Room

2026-2027 PTA BOARD

President – Megan Sheley

Vice President – Lacey Chambers

Secretary – Kelly Pruitt

Treasurer – Sara Johnson

Historian – Cherice Williams

Teacher Rep - Tina Scherer

Teacher Rep - Rhiannon Fontaine

Teacher Rep – Stacey Jurich

You can email the PTA Board at:

westsidepta@hotmail.com

GENERAL INFORMATION

SCHOOL HOURS

<u>Mon., Tues., Thurs., Fri.</u> School Starts 8:00 Office Open 7:15-4:00 Breakfast Served 7:30 Playground Open 7:45 School Ends 2:42	<u>Wednesday</u> School Starts 8:00 Office Open 7:15-4:00 Breakfast Served 7:30 Playground Open 7:45 School Ends 12:42
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ARRIVAL/DISMISSAL

Students who are eating breakfast and those who ride the bus are welcome in the cafeteria at 7:30. All other students are to **arrive after 7:45**. There will be no supervision provided for your children before 7:45.

School starts Monday – Friday at 8:00am. School is dismissed at 2:42 Monday, Tuesday, Thursday, Friday and **12:42pm every Wednesday**. All 1st through 6th grade students walk to the front gate by their teacher. Kindergarten teachers wait with their students in the front courtyard area until parents/guardians pick up their children. **Parents of 1st through 6th graders who meet their children after school are to wait outside the fence/gate and stay clear of the walkway to allow for a safe and clear exit for students.**

The parking lot is closed for parking during dismissal for safety of walkers and bus riders. If you pick your child up from school, please stay in the pickup/drop off lane closest to the curb, park and walk up to the school or choose a safe and legal parking area (side street or Westside Park parking lot) and plan to meet your child there after school each day.

There are approximately 450 students entering and exiting Westside campus each day. Please be courteous to one another and always drive slowly and safely around children and refrain from using your cell phones while on campus. Please turn right out of the parking lot during arrival and dismissal.

STUDENTS LIVING WITHIN WALKING DISTANCE

At dismissal time, the students who are walking are expected to use the crosswalk and go directly home or to their childcare provider. A teacher will be on duty on a daily basis to walk these children across the street. For safety purposes, please have your children wait with this group and do not have them cross without a teacher's guidance.

BUS TRANSPORTATION

The brick area has been zoned for bus transportation. The children's behavior on the bus is based on a set of rules, a copy of which will be sent home with each bus rider. Kindergarten students are walked to the bus at dismissal time. For the first few weeks of school 1-6 grade students are walked to the bus. There are teachers supervising the brick area should a bus rider need help. We ask parents to help with their safety by not driving through the parking lot during the times the busses are being loaded.

BREAKFAST/LUNCH PROGRAM

The breakfast/lunch program will begin on the first day of school. Breakfast is served from 7:30 daily. Lunch is free for all students. Children may bring a cold lunch. Students are not allowed to share or trade food. Parents are welcome to bring lunch only for their child. Please bring lunch to the office and staff will deliver the lunch to your child when they are in the cafeteria. **No lunches will be delivered by outside vendors for children.**

CHARTER SCHOOL

Located on campus is Westside Preparatory Charter School (WPCS) for 7th and 8th graders. This college preparatory school was developed by parents in '93-'94 to provide an alternative program for middle school students. The focus of WPCS is academics. Westside Charter has four campuses throughout the district and is a National Blue Ribbon and California Distinguished School. All 7th and 8th grade students are eligible to attend. If you would like more information about the charter or would like an application, please stop by the office anytime. A lottery is held every February to determine placement. Those students whose names are not drawn are placed on a waiting list.

PARENT TEACHER ASSOCIATION (PTA)

We encourage all families to join and support our PTA. The PTA plans numerous family events and fundraisers throughout the year that directly support our students and community. Over the last few years, the PTA has purchased many extra items such as: picnic tables and benches, playground equipment, the sound system in the auditorium, sports uniforms. In addition, they have arranged and financed student assemblies, family fun nights and performing groups. PTA general meetings will be posted and **all** PTA members are welcome to attend.

SCHOOL SITE COUNCIL (SSC)

The Westside School Site Council (K-6) consists of 10 elected representatives, half of them parents and half of them staff members. The School Site Council meets several times a year to monitor the school plan and advise on the budget. The members serve for a two-year term. If you are interested in serving on the SSC, please watch for an announcement in our school newsletter.

We receive State funding each year to run our site-specific programs. Throughout each year our program is reviewed, modified if needed, and adjusted for financial, personnel, or curriculum reasons. Parent surveys in April, staff assessments, state program reviews, and test score data are also factors, which are considered when revising our plan.

SCHOOL PLAN

The Westside staff and School Site Council have developed our school plan with input from the English Learner Advisory Council. The school plan is based on the California State Standards, No Child Left Behind target goals and the Twin Rivers Unified School District's grade level expectations as approved by the school board.

ENGLISH LEARNER ADVISORY COUNCIL (ELAC)

ELAC is a group of parents of English Learners (EL) who review the achievement of English Learners at Westside. EL Parents meet several times during the year with the principal, teacher representatives and the Bilingual Designee. ELAC will select a representative to attend the District's English Learner Advisory Council, DELAC. ELAC makes recommendations to the SSC regarding the needs of English Learners. Meetings are open to all parents of English Learners.

LIBRARY MEDIA CENTER

The school Library Media Program is an integral part of the school's total educational program. In today's information age, an individual's success in problem solving, becoming an informed citizen, even in pursuing personal interests largely depends upon the ability to access, use and evaluate information from a variety of resources thus ensuring that students become information literate. Adequate library media facilities, with appropriate resources and professional personnel, are key components to success. The Library Media Program will provide an inviting, accessible, and stimulating environment, for meeting the information needs of the total school community.

Our school Library Media Center (LMC) is open every week, Monday through Friday for use by students, staff, and parents. Students can come in during recesses and lunch for quiet reading, research, and to use the computers. Up-to-date scanning wands make book checkout and record keeping easy for our parent volunteers.

RESOURCE SPECIALISTS PROGRAM (RSP)

Students at Westside School with an active Individualized Educational Plan (IEP) will receive services from two support staff members. This program provides RSP services for students identified as needing additional help with their educational program. Through the Student Study Team process, the parent, teacher, and school support personnel determine the best educational program for each child. Some may be placed on an IEP; others may informally work with their teachers and/or assistants in the classroom or in a short-term intervention program.

LOST/DAMAGED TEXTBOOKS, CHROMEBOOKS, LIBRARY BOOKS, ETC.

Students are responsible for all textbooks, Chromebooks and library books issued to them during the school year. At the end of the school year, report cards will not be sent home unless all lost or damaged books have been paid for or returned. All moneys collected are recorded by the school district and paid to the proper fund for replacement purposes. It is important to care for books properly because replacement costs are paid for from our site budget and could impact other programs.

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GATE (GIFTED AND TALENTED EDUCATION)

Our school provides differentiated instruction for our GATE students inside the regular classroom. We develop a plan each year to support classroom teachers in meeting the needs of our GATE

students. This plan may include but is not limited to; after school academy classes, accelerated learning projects, classroom materials and supplies. We encourage parent feedback and input on the development of the GATE plan. If you have any questions about our GATE program, please contact our GATE Liaison through our school office.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please call or come by the school office a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.

BRINGING TOYS and SPORTS EQUIPMENT TO SCHOOL

Students are not allowed to bring toys or sports equipment to school. The only exception is if a teacher gives them written permission for a special occasion. In this case, the students will assume complete responsibility for any item brought to school. Items specifically not to be brought to school include firearms, knives (or weapons of any kind), electronic devices, virtual pets, radios, cameras, tape recorders, or other equipment. Such belongings can be lost, broken or stolen while at school. The school assumes no liability for personal items. If kids do bring equipment from home the 1st offense will warrant the piece being taken away and given back at the end of the day, the 2nd a parent will have to come retrieve it and the 3rd offense the piece will not be given back until the end of the year.

We appreciate your help in keeping toys and sports equipment at home. Thank you.

MOBILE DEVICES POLICY

The staff at Westside Elementary realize that we are living in the 21st Century and that many technologies, including cell phones, are readily available to our students. In order to make the best use of these technologies, while maintaining a rigorous educational environment, the following guidelines are to be used with all cell phones and electronic devices in reference to TRUSD Board Policy 5131.8.

- Phones are to be turned off during the entire instructional day, NOT in vibration or silent mode, but turned entirely off.
- The phone should be turned off and put away before entering campus in the morning and should not be taken out until leaving campus at the end of the school day.
- Family or friends texting or calling during instructional time negatively impacts student learning and takes away from instructional activities.
- Students may be reached via the office phone should parents or family wish to leave a message.
- Should there ever be an emergency, the office will immediately communicate with families via our phone outreach program.
- Students may use cell phones beginning at dismissal time once they are off of our campus.
- Students may use cell phones with staff permission.
- Phones are turned off when entering campus and should remain off. If a student needs to contact a parent, a student may ask for permission to use a school phone.
- If students do not follow electronic device and cell phone policy a warning will be given.
- Cell phones will be turned in and given back to students at the end of the day as a result of the second infraction of these guidelines.
- If your child's cell phone is turned in for a third time, the classroom teacher shall place the cell phone in a secure area. Arrangements will need to be made between the parent or guardian and the classroom teacher in order to retrieve the cell phone.

- If infractions continue, staff members will conference with the student and family and make other arrangements for the cell phone.
- Utilizing phones to photograph, video tape, or communicate with peers or adults is not necessary during the instructional school day. We want to prioritize education for our students while on site.
- **The school, staff, and district are NOT responsible for any lost, damaged, or stolen personal cell phone or electronic devices.** The responsibility totally rests with the student should they bring a cell phone to school. In addition, NO other electronic devices such as PSP's, Nintendo DS's, iPODS, iPADS, tablets, etc. are to be brought to school without specific staff permission. Once again, the school and staff will NOT be responsible for lost, damage, or theft of any such items.

ATTENDANCE

Please call you child's absence in as early as possible by calling 566-1990 during the day and asking to be connected to the attendance mailbox or evening hours by following the prompt to the attendance line, you can report your child's absence.

All children are expected to be at school on time each day unless they are ill. **Please remember that the school needs to verify all absences. This may be done in several ways:**

- (1) You may call our attendance line (566-1990) any time day or night
- (2) Write a note to the teacher
- (3) Stop by the school Office

We realize that there will be instances when your child may be tardy, but please avoid this whenever possible. Tardiness interrupts your child's instructional time. A note should accompany your child to explain the reason for his/her tardiness and he/she will need a late slip from the school office before entering class.

EXTENDED ABSENCES FROM SCHOOL

If a student is planning to be out of town for a minimum of 5 school days, the parent/guardian should arrange, through the school office, for the student to do an Independent Study. Arrangements must be made **at least 5 days in advance** in order to give teachers adequate time to prepare the assignments. Students must turn in all of the completed work the day they are scheduled to return to school, or they will not receive credit for their work and they will not receive attendance credit. This is a state contract between school and child.

EARLY DISMISSAL

We encourage you to try and schedule your child's doctor/dental appointments around school hours. If this is not possible, you must come to the main office first to check your child out. **FOR YOUR CHILD'S SAFETY, THE OFFICE WILL NOT RELEASE A CHILD TO ANYONE WHOSE NAME**

DOES NOT APPEAR ON HIS/HER EMERGENCY CONTACTS. *If the office doesn't recognize the adult, proper I.D. will be required before the child can leave the school grounds.*

We encourage you to not early-dismiss your children between 2:25 and 2:42 PM (as they are receiving their homework assignments and work is still being completed in the classrooms).

VOLUNTEERS AND VISITORS

Parents are welcome and encouraged to visit the school. All visitors must report first to the school office to sign in and receive a visitor's label. This label must be worn while the visitor is on the school grounds. To ensure the safety of our students, visitors without a visitor label will be asked to go to the office to get one. If you are wanting to meet with a teacher or visit a classroom, we kindly ask that you give the teacher 24-hour notice with your request.

Volunteers at a single event, a party or fundraiser, for example, are to sign in the same as visitors.

If you volunteer more than 10 hours a week, are alone with children, or will be driving students in a private vehicle you will need to complete a **Volunteer Application** which includes a criminal background check. Additionally, drivers will need to complete a **Volunteer Personal Automobile Use Form**. We encourage all volunteers to complete both forms.

COMPLAINT PROCEDURE

If you have a question or a problem concerning your child at school, you should first call your child's teacher and set up a meeting to discuss the problem. Usually, the answer or solution becomes clear during this conversation. If the problem is not resolved, call the principal and make an appointment to discuss the problem.

If you feel that your child's problem has not been resolved fairly, a claim can be filed in writing to the Superintendent. Details of the complaint procedures can be found in District Policy and Administrative Regulation No. 9349. The purpose of the complaint procedure is to resolve claims fairly and promptly. Our goal is to always find a positive solution to meet the needs of each child.

HOMEWORK POLICY

Students are expected to complete homework on a regular basis. Some teachers assign homework nightly, others assign it once a week for the entire week. In the intermediate grades, long-term reports and projects may be assigned in place of weekly or nightly assignments. Much of the

homework needs teacher explanation, or is assigned as a result of a group project. For that reason, **we do not send homework home to students absent less than 3 days. Work will be given to them upon their return to school** and after the teacher is able to explain it. Students will be allowed one day for each day missed to turn in their make-up work. Example: Absent 3 days will have 3 days to make up their work (including weekends). For extended absences, please refer to the policy on page 9.

Homework is due at the beginning of the day. Students must take responsibility for remembering to turn it in on time. It is not the parent's responsibility to bring it to school after class has started. Once school has started for the day, classrooms will not be interrupted for late homework.

If a student has forgotten his/her homework assignment or personal items in the classroom at the end of the school day and the door has been locked, school personnel will not be able to unlock classrooms due to safety and security reasons. The student may pick up forgotten items the following school day.

STUDENT DRESS

Westside School is committed to developing and maintaining a positive and safe learning environment with a challenging and meaningful curriculum, which will motivate students to learn and develop the knowledge and skills to prepare them for the future.

Part of maintaining a safe school environment is having students dress appropriately for school. Dress should not detract from the school's mission, nor should it present a health or safety problem for the student or others. Students are prohibited from wearing any "gang-related apparel".

The Westside policy on appropriate clothing for students is as follows:

SHOES

No open toed shoes, no shoes without heel straps. No shoes with clunky or high heels. Students are expected to participate in PE and the mentioned shoes create a safety hazard. Tennis shoes or hiking-type boots are best.

TOPS

Shirts or tops that fit comfortably but show no midriff or underwear. Tank/racer back tops with loose armholes, "crop tops", spaghetti straps, or halter-tops are all unacceptable. No inappropriate slogans or advertising.

PANTS

Must stay up on their own - no baggy pants, no underwear showing, no pajama bottoms, no excessive holes that show skin. Jeans with holes are the current style, please be sure that students wear tights, leggings, shorts, or compression shorts so that skin does not show.

SHORTS/SKIRTS

Must be fingertip length or longer. Tight, short shorts or skirts are inappropriate for the learning environment and are not allowed.

OUTERWEAR

All coats, sweaters, and jackets should be labeled inside with the student's name.

MAKE-UP/HAIR

No make-up is allowed. Clear lip balm for health reasons only is allowed. Hair should be worn in a style that is not disruptive to the school setting.

HATS/HOODS

Hats and hoods are to be worn outdoors only. Students need to remove hats/hoods when they enter a room. If a student is wearing a hat indoors, he/she will be asked to remove it.

SCHOOL BEHAVIOR/DISCIPLINE

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school. We will not tolerate fighting, disrespect toward others, harassment of any kind, obscene language, racial/ethnic slurs, or destruction of school property.

These absolutes have been put together by the Westside Staff to provide appropriate, safe and consistent guidelines for our students. They will be implemented by all Westside Staff.

Recess Freeze Procedure

- All students are to freeze at the warning bell until the teacher blows one long blow of a whistle to indicate all students are to walk to their line.
- What does "freeze" look like:
 - All students with their hands down on their knees
 - Students on the playground equipment are to quickly and safely exit the playground equipment area to the other side of the curb.
 - Students playing tether ball are to stop and move to the tether ball circle.
 - Students with a ball in their hands, freeze and put the ball between their feet.
 - If they are playing ball but they do not have the ball in their hands, they are to freeze and leave the ball until the teacher blows the whistle.
 - After the whistle all balls are carried to the line (no bouncing, kicking or throwing balls after the bell.
 - Students in the bathroom need to finish their business and exit the bathroom. If no whistle has been blown yet they freeze outside the door. If the whistle has been blown, they need to walk to their line.
- After the whistle everyone walks directly to their class line. No drinks or bathroom after the freeze bell or whistle.
- Consequences-
 - Yard duty staff member or teacher communicates with child's classroom teacher verbally or uses the "Behavior Notice" form.

Hallways-Morning Procedure

7:30am -7:45am

The safety of our students is the highest priority for Westside parents and staff.

Because school starts at 8:00am, supervision of the students begins at 7:45am. That is the time the gate officially opens and students can be safely on campus. The exception is for bus riders who are dropped off before 7:45am and students who are having breakfast in the cafeteria. Those students may enter through the cafeteria doors at the front of the school. These students remain in the cafeteria under staff supervision until 7:45am, when the teachers begin there before school duties. There will be **one** supervised recess before school from 7:45am - 8:00am.

What will Westside look like in the morning?

- **7:30am-7:45am- No children allowed on playground or in hallways.**
- Only children eating breakfast or bus riders will be allowed in the cafeteria.
- 7:45am - Kids **WALK** through gate to their classroom to put backpack down.
- We will have two teachers on duty at this recess.
- Freeze bell at 8:00am.

Walk Zone:

All students are to walk in the hallways and on the sidewalks. Hallways and sidewalks are the Walk Zones at Westside School.

HEALTH AND SAFETY

STUDENT EMERGENCY CARD

All student information including emergency contacts must be updated online in the Aeries Parent Portal each year before school starts. Please make sure all telephone numbers and addresses are accurate. Contact information is how we contact you if your child is sick or there is a behavior issue. Also, it is important that the medical portion is current in the event that we need to contact 911.

NURSE'S ROOM

A school nurse is assigned to Westside one day per week. Our school health assistant is here approximately 4 days per week. If necessary, however, the office staff will provide basic first aid care and contact a nurse from another school when our nurse is not on campus.

ILL CHILDREN

If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember, we cannot keep seriously ill children at school.

MEDICATION

The school cannot administer over-the-counter medicine, including aspirin. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the office. The medication needs to be in the prescription bottle with the child's name. Every attempt will be made by school personnel to administer the medication in the dosage and schedule required; however, it is the student's responsibility to come at the required time.

NO MEDICATION OF ANY KIND IS TO BE KEPT IN THE CHILD'S POSSESSION WHILE AT SCHOOL—UNLESS OTHERWISE NOTED BY A DOCTOR.

ACCIDENTS

If your child is injured at school, we will make him/her comfortable and call you immediately if the injury is serious. If you cannot be reached, we will attempt to contact the emergency numbers that you listed on the emergency card. If necessary, 911 will be called.

FIRE DRILLS

Fire, earthquake, lockdown and other disaster drills are necessary for the safety of the students, staff, and faculty. Specific information for disaster preparedness is posted in each room, and these drills are practiced monthly.

EMERGENCY/EVACUATION PLAN

Westside School has a school safety plan, which includes an emergency evacuation plan. The plan was developed in conjunction with the Sacramento County Sheriff's Department and is reviewed and updated on a regular basis. Parents may request a copy of the plan from the school office.

SKATEBOARDS/SCOOTERS

Students may come to school on their skateboards or scooters, but they may not ride them on the school grounds and they must be kept in their backpack or out of the way in the classroom. Scooters are to be kept folded while on school grounds.

BICYCLES

Students may ride their bicycles to school on good weather days. Students must park the bikes at the bicycle rack. All bikes need to be locked up to prevent theft. **Bikes are to be walked to and from the street. At no time are bikes to be ridden on the school grounds.** State law requires that all of our students wear safety helmets when riding their bikes to school.

TRAFFIC CONCERNS

We need the help of everyone to solve our traffic problem at the end of the day when children are dismissed. Please follow these guidelines:

1. **BUSSES HAVE THE PRIORITY... DO NOT PARK IN THE BUS ZONE AND NO VEHICLE MOVEMENT IS ALLOWED DURING LOADING AND UNLOADING**
2. **Please only turn right out of the parking lot during drop off and dismissal.**
3. Do not double or triple park along West 2nd Street. This makes it impossible for the traffic to flow properly and it is also dangerous as it obscures the clear vision of other drivers and our students.

4. Parents and students are to cross the street only at the crosswalks in front of the school and under the teacher's direction. It is very dangerous to "jay walk" at points along the school other than the crosswalk.
5. **DO NOT** park in the red zone. TRUSD police will give violators tickets for this offense.
6. Drive Carefully! With so many children and parents around, it is possible that someone may move in front of your car. Start slowly and drive slowly!
7. When parking along West 2nd Street, leave the crosswalks clear so students can safely cross the street and the buses can maneuver safely.

Your observance of these guidelines will be greatly appreciated.

WESTSIDE SCHOOL DISCIPLINE PLAN

The Westside School Community is committed to developing and maintaining a positive and safe learning environment with a challenging and meaningful curriculum, which will motivate students to learn. Students will develop a positive sense of self, learn responsibility, and develop the knowledge and skills to prepare them for the future.

This school discipline plan is an important part of helping us meet our mission. The discipline plan has been developed based on the following concepts.

At Westside School every pupil has the right to learn and every teacher has the right to teach without disturbance from others.

The word "Discipline" means to teach. We believe that pupils can be taught to be responsible for their behavior and to respect the rights of others. Good behavior is learned, and we expect all pupils to learn good behavior as modeled by the staff and other children.

The discipline of students is a joint responsibility of home and school. Parents must be actively involved in plans to help maintain and improve the behavior of students.

Three Personal Standards

The Westside School community has developed three personal standards to follow which are given below. Each personal standard is taught in class, practiced, recognized and reviewed often.

1. **Show respect.**
2. **Make a good decision.**
3. **Solve Problems**

POSITIVE CONSEQUENCES

Students who follow the three personal standards, basic school rules and procedures are rewarded with many positive consequences such as:

- Receiving classroom incentives and rewards
- Attending Friday activities/special events
- Receiving weekly and monthly awards during Friday morning assemblies
- Receiving "Caughtcha's"
- Being selected "Student of the Week"
- Visiting the Principal with good news
- Trips to the Treasure Box
- Positive phone calls home
- Parties

NEGATIVE CONSEQUENCES

Occasionally students choose not to follow the personal standards, basic school rules and procedures. They may receive negative consequences to help them remember to use appropriate behavior. We believe that children learn to correct this behavior by having logical and progressive consequences. Each teacher has a behavior system in place that supports building relationships and providing choices for students. All teachers have a system to document behavior, communicate behavior with parents and support students with improving behaviors.

Possible Consequences include but are not limited to:

- Time out in class
- Time out in another class
- Time out in office
- Time out on playground
- Move to another seat in class or in cafeteria
- Loss of recess
- Loss of Friday Activity
- Loss of other privileges
- Phone call home from student, teacher, staff member or principal
- Review of Family Handbook or research on appropriate topic
- Peer problem solving sessions
- Suspension
- Expulsion

WESTSIDE STEPS TO SOLVING PROBLEMS

It is important for children to learn to solve their own problems at school and as preparation for solving problems in later life. The following eight steps are ways that a child can solve a problem. If the problem is serious enough, an adult is always available to help.

- Talk it over
- Walk away
- Say "I'm sorry"

- Do something else
- Take turns
- Share
- Ignore it
- Ask for help
- Take 10 deep breaths

What is Self Defense?

Generally, a student may use reasonable force when it appears reasonably necessary to prevent an impending injury. A student using force in self-defense should use only so much force as is required to repel the attack. Before considering the use of force a student has used the following options: 1) ignore the attacker, 2) remain calm, 3) with confidence, tells the attacker to stop the attack, 4) walking away and, 5) contacting a supervising adult.

The interviewing adult will be able to discern through questioning that the student put other priorities (i.e., loss of control, anger, ego, image, peer pressure) ahead of doing something that would have prevented violence and thus engaged in fighting rather than self-defense.

What is Bullying?

Bullying is aggressive behaviors (verbal, physical, or psychological) intended to harm or disturb that is carried out repeatedly over time. Bullying can include direct behaviors such as physical acts, threats, intimidation, verbal abuse or taunting. Bullying can also be indirect behavior and include making faces, obscene gestures, exclusion and spreading rumors.

Suspension Behaviors

State Education Code 48900 has established behaviors that will not be tolerated in public schools. Suspension occurs when other means of correcting the behavior have not worked, the behavior endangers self or others, and/or the safe and orderly operation of the school is disrupted.

The behaviors are:

1. Fighting: causing or threatening to cause injury
2. Deliberate disruption of activity or instruction.
3. Defiance of authority.
4. Committing obscene acts or engage in habitual profanity.
5. Possessing or using controlled substances or alcohol.
6. Damaging or stealing public or private property.

7. Having or receiving stolen property.
8. Possession of any item which could cause injury.
9. Gambling, smoking, extortion.
10. Sexual harassment.
11. Imitation firearm.
12. Creating a hostile educational environment.

STEPS FOR PARENT INTERVENTION IN PROBLEMS

Westside staff tries to deal with the problems that the students have at school, but occasionally a problem may arise on the playground, or while students are going to and from school, that is not settled at school.

If your child tells you of a problem, he/she has had with other children that has not been addressed, please follow these steps.

- 1. Make sure your child has reported the incident to his/her teacher or the yard duty supervisor. (We can't help if we don't know about the problem).
- 2. Write a note to your child's teacher explaining your concerns.
- 3. Make an appointment to see your child's teacher and discuss the situation personally with him/her.

- 4. Call the school and explain your concern to the principal.
- 5. Do not use Facebook or other social networks to discuss the problem

THE TWO BIGGEST CAUSES OF BEHAVIOR PROBLEMS

There are two behaviors that cause about 95% of the trouble on the playground and on the way to and from school; **name calling and gossiping**.

As parents, you can help your child get along with other children by helping him/her learn not to call names and, if they are called a name, to use "Westside Steps to Solving Problems" mentioned previously in our behavior plan. You can also help by teaching them the MYOB (mind your own business) rule of not talking about other children and not to believe all the stories other children tell them.

PARENT INFORMATION

PARENT/TEACHER CONFERENCES

At the end of our first grading period, parents and children will be invited to attend a parent conference. Teachers may schedule individual conferences while others prefer to schedule meetings with you and your child in small groups for 60-90 minutes. Using your child's work as examples, the teachers will explain the basic elements in the curriculum and provide time for you to talk with your child and the teacher in an informal setting. We hope that this will open communication between school and home, and provide you with more understanding about the changing curriculum in education today. Parent/teacher conferences for children who are below basic will also be held in the spring.

We know that **you are your child's first teacher** and you are always welcome to schedule appointments with your child's teacher, visit the classroom or volunteer at anytime.

REPORT CARDS, GRADES K-6

Report cards for students will be issued each trimester. Report cards will contain academic, effort, and citizenship grades. Attendance will be reported on the report card. A copy of the report card will be kept in each student's cumulative record file.

PARENT RIGHTS

Attached to the emergency card, you will find "The Rights and Responsibilities of Students and Parents."

NO SMOKING

All school campuses in the Twin Rivers Unified School District are tobacco free. Please do not use tobacco products on our campus.

NO PETS

We love pets, just not at school. For the safety of our students, please leave pets at home.

Special Happenings

GRANDPARENTS' DAY

Each year Westside School invites grandparents and "substitute" grandparents to spend the morning with us. Special events or activities in the classroom are planned, along with our morning sing and perhaps a few surprises, too! Grandparents may bring a picnic lunch to share with their special grandchild. After lunch students return to class and grandparents are free to return home. It is a special time for kids to share a special part of their life with a grandparent.

MORNING SINGS

Each Friday we start the day with an all-school sing. Teachers plan these events weeks in advance, and often they are built around a theme such as friendship, patriotism, self-esteem, etc. Students who learn a new dance may come up and perform, or students learning to sign special songs come forward to teach the rest of us. Parents are always welcome to attend our sings, which begin at 7:55 AM each and every Friday morning.

CELEBRATIONS AND SPECIAL EVENTS

We are proud of the accomplishments of each Westside student, and we celebrate their successes in the classroom and during our Friday morning sing-a-longs, and at other award celebration assemblies. Many classes have VIP's or Student of the Week, students receive caughtcha cards for doing something helpful or special, and classrooms work together and help one another follow the personal standards.

Special events days, such as Opposite Day, Crazy Socks Day, Movie Star Day, etc., are featured throughout the school year, and are used as themes for our morning sings, so watch for announcements in our newsletter. Assemblies and performing groups are scheduled periodically, their purpose is to inform or educate through hands-on or participatory activities often using music, humor, etc.

Although some holidays are recognized in class, generally it is the last hour of the day so as not to interfere with our academic program. For students who don't celebrate holidays, arrangements for supervision are provided with the classroom teacher.

WESTSIDE TERMINOLOGY

Below are several terms that Westside Teachers and Staff Members use in helping students develop good habits.

CAUGHTCHA CARDS

A "caughtcha" card is given to a student who is showing exemplary behavior outside the classroom. This might occur on the playground, during special programs, or during any other outside activity. "Caughtchas" are pulled each week at Friday sing and redeemed for prizes from the treasure box.

WESTSIDE REFERRAL NOTICES

In order to ensure communication between adults, staff members use "Westside Referral Notices" when a student is doing something inappropriate. The notice is then given to the regular teacher and the appropriate consequence is enforced. The behaviors listed on the behavior forms are inappropriate for any student in any location at Westside School.

Office Referral

Office referrals are used to document serious or ongoing discipline issues. When a student receives an office referral from their teacher, they are sent to the office to speak with the principal. When this happens, you will receive a phone call and/or a copy of the office referral will be sent home in Wednesday folders.