

Woodrow Elementary School



School Handbook

800 Woodrow Ave.
Modesto, CA 95350

209-574-5700



LETTER FROM THE PRINCIPAL

Dear Woodrow Parents,



Welcome to Woodrow Elementary school. The Woodrow staff is honored that you have entrusted us with the safety and education of your children. It is an awesome responsibility and we are dedicated to providing another exciting and successful school year.

Woodrow parents have always been a very important part of our school. Parents and school staff working together create a much stronger learning environment for children. We would like to extend an invitation to you to become an active partner in our school by volunteering your time in the classroom, attending school events, and becoming an active member in our Parent Teacher Association (PTA).

We have developed this handbook to communicate some of our school expectations, policies, and procedures. Please read the handbook carefully. Take the time to discuss the contents with your child. We recommend that you place this handbook in a safe place so that you may refer to it throughout the year.

I am looking forward to working with you and your child. Welcome back to our old friends, and welcome to all of you that are new to Woodrow Elementary School.

Sincerely,

Joanna O'Brien, Ed. D.
Principal

MISSION STATEMENT

The mission of the Sylan Union School District is to educate students to their fullest potential within a safe, supportive environment.

STAFF ROSTER

Joanna O'Brien - Principal
Hope Galvez- Assistant Principal
Mae Urman- Office Manager
Cindy Geary - Staff Secretary

Kindergarten

Christina Abrams
Adrianna Aguilar
Allison Backlund

Grade 1

Julia Martinez
Jennifer Stone
Pader Yang

Grade 2

Amanda Hidahl
Samantha Tejada
Lucy Wampler
Calah Crivelli

Grade 3

Kelly Bergman
Margaret Lehr
Susan Brady
Kristopher Raley

Grade 4

Tania Cardenas
Jennifer Dancy

Grade 5

Grant Salha
Cameron Calton
Jessica Gormley

Resource Program

Julie Goularte - Teacher

Kimberly Sanchez - Instructional Aide

Speech

Irene Patry

Fine Arts

Michele Askeland - Instrumental Music

Jerri Smith- Art

Annie Blakely- Classroom Music

Library

Janet Ralph - LMA

Psychologist

Monika Mabe

ELD

Cindy Bigelow

Counselor

Jazmin Hernandez

Cafeteria

Lisa Young

Rotana Long

Nurse

Bryce Maness

Custodial

Adriana Marquez - Head Custodian

Matt Gill - Custodian

Student Support Para

Sandi Sessions

Maxine Sutton

Para Aides

Jessica Pittman

Tanya Taylor

SCHOOL SCHEDULE

Woodrow Elementary

Bell Schedule 2023-2024

SCHOOL START TIMES

Gates Open	7:15 AM
SCHOOL BEGINS (Grades K-5)	7:45 AM

RECESS

AM RECESS (Grades 1-5)	9:30 - 9:50 AM
Kdg AM RECESS	10:00 - 10:20 AM
Kdg PM RECESS	12:50 - 1:10 PM
PM RECESS (Grades 1, 2)	1:00-1:10 PM

LUNCH SCHEDULE

Grade	Lunch Period	Eat	Play	Rainy Day
FIRST	11:00 - 11:45	11:00 - 11:20	11:25 - 11:45	11:00 - 11:30
KDG	11:15 - 12:00	11:15 - 11:35	11:40 - 12:00	11:15 - 11:45
SECOND	11:30 - 12:15	11:30 - 11:50	11:55- 12:15	11:30 - 12:00
THIRD	11:45 - 12:30	11:45 - 12:05	12:10 - 12:30	11:45 - 12:15
FOURTH	12:00 - 12:45	12:00 - 12:20	12:25 - 12:45	12:00 - 12:30
FIFTH	12:15 - 1:00	12:15 - 12:35	12:40 - 1:00	12:15 - 12:45

SCHOOL DISMISSAL

Regular Days	2:00 PM
Early Dismissal	1:10 PM

SCHOOL PROGRAMS

Breakfast and Lunch Program

A breakfast and lunch program is provided in our Multi-Purpose room. This is provided at no charge to Woodrow Families.

Lost and Found

Each year boxes of unclaimed clothing are donated to needy families. We do our best to return items to the children when they are marked with some identification. Please put your child's name on his/her clothing. Any items found on campus are placed on the lost and found rack.

Communication

Your child's teacher will inform you of the method of sending information home. This communication from the teacher, school, and district is important to keep you informed of events and information about school. Please establish a routine with your child on transporting information between school and home.

ATTENDANCE

Attendance at School

Regular attendance at school is one of the most significant predictors of school success and promotes a life skill that is vital to everyone's success in the world of adult work. Students who are ill need to remain home, but students need to establish the habit of being on time to school every day. Arriving late to school hurts the student and everyone in class when learning is interrupted. If your child will be absent, please call the school at 574-5700 to report the absence. Unexcused absences penalize all students with the loss of funds from the state that provides everything for instruction in the classroom.

**** In case of an address or phone number change, please contact the office with the correct information as soon as possible.***

Short-Term Independent Study Contracts

Contracts are available for students who may be absent due to necessities other than illness. Independent Study Contracts must be approved by the classroom teacher and the principal and must be requested at least five days prior to the absence. By knowing of the need for a contract five days in advance, the teacher can assemble appropriate learning activities. Independent Study Contracts are not available at the beginning or the end of the school year. Students must be in attendance during those times.

Students are required to complete all assignments in order to receive an "excused" absence. Incomplete work will result in an "unexcused" absence for your child.



"If you miss school, you miss out."

MEDICAL / EMERGENCY INFORMATION



Medication

A "Request for Medication" form **MUST BE COMPLETED** and filed in the school office in order for staff to administer any medication including "over the counter" drugs. A physician must complete the medication form for prescription drugs. Medications must be brought to school by the parent or guardian of the student in its original container with current information. It is not to be taken to the classroom or kept by the child.

Please contact the School Nurse if you have any questions or concerns about your child's medical needs.

Sleep

Children work hard while they are at school. If they do not get the necessary amount of sleep, it reduces their ability to do their best work. Although sleep requirements vary, most children need 10 to 12 hours of sleep nightly. A well rested child is more alert, completes better school work, and gets along better with others.

Emergency Notification

If you have any changes in your phone number or address, please let us know immediately either by telephone or send a note with your child. It is very important that we are able to get in touch with you, a friend, or relative in the event of an emergency.

SCHOOL PARTNERS



Woodrow Parent Teacher Association

The Parent Teacher Association (PTA) meets regularly and will post meeting notifications. The Parent Teacher Association supports students and staff while promoting school activities and events. Watch the newsletter for notices and reminders of the meetings. Your support for the Woodrow PTA by purchasing items or volunteering at events benefits all students at school.

School Site Council

Our School Site Council plays an important role in your child's education. The council meets throughout the school year to develop and review a school plan and ensure that our funds are spent to support our school plan. We study the instructional program and review the expenditure of special state and federal money to support students. Interested parents may run for a Site Council position in a school-wide election.

Visiting the School

You must check into the office with your ID and sign into Raptor when visiting the school. You will need to wear a nametag to help maintain a safe and secure educational environment. If you find it necessary to take your child out of school during school hours, you must come to the office and sign out your child.

School Concerns

When a parent feels he/she has a school concern or problem, the concerns should be addressed directly to the adult staff member involved. If the situation is not resolved, the next recourse is consulting with the principal. We appreciate your cooperation.

Classroom Interruptions

We recognize the value of uninterrupted learning time. Therefore, announcements and interruptions in the classroom will be kept to a minimum. Students are much more prepared to learn if they know of any after school plans before they start their school day. If you need to communicate with your child during the day, we will help you by giving a note to your child's teacher. Teachers will receive notes at noon and after school.

SCHOOL DISCIPLINE PLAN

Woodrow Elementary School recognizes that discipline includes training children to make appropriate choices in a climate of warmth and support. Our School Discipline Plan defines rules and classroom limits with incremental incentives and consequences that are consistently carried out.

Our philosophy...

- All children have human dignity and worth.
- Persuasion is more powerful than fear.
- Influence is greater than control.
- Children want to and can behave appropriately.
- Behavior is maintained by consequences.

Rights

- Students have a right to learn.
- Teachers have a right to teach.
- Both have a right to a safe and orderly school.

Responsibilities

- Respect adults, peers, and self.
- Respect school and personal property.
- Play fairly and safely.
- Use appropriate language.



Consequences

Our goal is to assist students in learning to be responsible for their behavior. We believe in giving students an opportunity to discuss problems and conflicts and in helping children become "problem solvers" and "managers of conflict". Part of the process of accepting responsibility for one's actions is learning that there are consequences for inappropriate behavior. These consequences may include one or more of the following:

- ◆ warning
- ◆ call to parent
- ◆ time out from an activity
- ◆ referral to the principal
- ◆ sending student home
- ◆ writing about behavior & the consequences
- ◆ staff counseling
- ◆ loss of privilege
- ◆ time out in another class
- ◆ community service
- ◆ suspension
- ◆ expulsion

Some actions may result in the immediate removal from the classroom or the campus.

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.



SCHOOL RULES

Classroom Rules

Classroom behavior expectations and rules will be posted in each classroom. Parents will receive information from their child's teacher that will explain routines and behavior expectations.

Playground Rules

1. Recesses are for getting drinks, going to the restroom and playing safely
2. Follow directions the first time from any school employee.
3. Closed games are not allowed.
4. All games requiring the kicking or throwing of a ball are to be played on the grass. Balls may not be thrown against the buildings or bounced in walkways.
5. Blacktop games such as four-square, tetherball or basketball are to be played in designated areas only.
6. Rocks, bark or other materials may not be thrown.
7. Report any equipment lost over a fence or on a roof to the yard duty supervisor.
8. Any injury or playground problems should be reported to a yard duty supervisor or to a teacher.
9. All students must remain in their designated play space.
10. Playing in or around restrooms, hallways, water fountains, and classrooms is NOT ALLOWED.
11. Running is restricted to the field grass areas unless in an organized game. Tag is not allowed.
12. Giving "ups" and "saving places" in lines are not allowed.
13. No student generated rules allowed. Toys or PE Equipment from home are not allowed.
14. Bikes are not to be ridden on school grounds. Skateboards and scooters do not belong at school.
15. Students will not play rough on the playground or at school.
16. Keep Woodrow beautiful - Place all trash in the garbage cans.
17. Only kind and encouraging language allowed.

Student Safety and Traffic Rules

Students are to cross the street at designated crosswalks only. Parents, please discourage students from dashing across the street.

- ◆ jaywalking
- ◆ rudeness to traffic patrol officers
- ◆ not waiting for traffic patrol before crossing the street riding bikes, skateboards, roller shoes, or roller blades in the crosswalks or on campus

Nutrition Break

Nutrition Break takes place during the morning recess. Snacks are not allowed on the playground.

Some things to keep in mind:

- ◆ We request that the snack be healthy.
- ◆ Students are responsible for cleaning up after themselves.
- ◆ Students are to eat only in the designated "snack" areas.

Cafeteria Rules

1. Respect others.
2. Clean up after yourself.
3. Use a speaking voice.
4. Behave appropriately while in line.
5. Avoid playing with food.



Bus Rules While on Campus

1. Walk to your bus line.
2. Stand quietly in your bus line until you are dismissed.
3. Cooperate with supervising adults.
4. Follow posted bus rules.

Vehicle Traffic Rules

1. All vehicles are to park only in designated areas. (No parking in red zones)
2. Yellow zones are only for dropping off and loading.
3. The curbside is only used for the drop off or pick up of students.

Bicycles

Bicycles are allowed at school; however, they must be walked on school grounds and on the sidewalks in front of the school.

Bicycles are to be kept in the bicycle storage area secured with a lock. Children who ride bicycles are required to wear helmets.

DRESS CODE

The following guidelines have been developed by students, parents, and staff to provide all parents and students with clothing suggestions that will allow students to move freely and participate in school activities. A student's attention to appearance and a student's attitude toward himself and his school are related. Good taste and good grooming are part of school learning.

1. Shoes must be worn at all times and should be appropriate for playground activities.
 - a. shoes should be appropriate for active physical exercise, have covered protective toes, backs, no wheels, and low heels. (clogs and flip-flops are not to be worn at school)
 - b. no cleats
 - c. participation in our Physical Education Program requires sturdy athletic shoes.
2. Tops are to be appropriate for school wear.
 - a. Tops should have shoulder straps that are 1" thick and cover the midriff and stomach.
 - b. No fishnet shirts.
 - c. No T-shirts with inappropriate pictures or slogans.
3. Shorts are to be of reasonable length.
4. Pants are not to be excessively baggy and are to be worn at the hip or higher.
5. Hats or caps are not to be worn in the buildings.
6. Grooming should not be disruptive to the educational process or the health and safety of our students.
 - a. For health reasons, we discourage the sharing of combs and brushes.
 - b. Jewelry and other accessories are to be kept to a minimum and age appropriate.



CODE OF CONDUCT

[Board Policy Manual](#)

"Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time.

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person."

Suspension

(Pursuant to California Education Code)

The following behaviors may result in an automatic suspension from school:

- ◆ Physical injury to another person, actual or threatened.
- ◆ Disruption of school activities or defiance of school authority.
- ◆ Commission of obscene acts or engagement in habitual profanity or vulgarity.
- ◆ Damage to or theft of school or private property.
- ◆ Possession or sale of weapons.
- ◆ Possession or sale of drugs, alcoholic beverages, or intoxicants.
- ◆ Possession or use of dangerous item(s).

Other behaviors that result in a disruption in the school environment may result in a suspension.

Students who are suspended are to remain off-campus the entire time of the suspension. The parents will need to attend a conference with the principal and teacher regarding the suspension.



SCHOOL RECOGNITION AND SPIRIT

School Mascot: Wildcat

School Colors: Blue and White

Spirit Day: Friday



Life Skills Program

Woodrow reinforces and recognizes positive citizenship through the Life Skills Program. We highlight a life skill for the month and recognize students for practicing any of the positive life skills/citizenship behaviors. Weekly drawings are held to reward students.

Student Council

Students in grades 4 and 5 can run for a position as an officer or classroom representative in the Woodrow Student Council. The Student Council organizes special school spirit days (sport team day, stuffed animal day, etc.) and recognizes students and staff contributing to the positive climate at Woodrow School. The Student Council also organizes community service activities to assist others in the school and community.

Monthly Awards

Each month students are chosen from each classroom to receive the "Outstanding Wildcat" award. This award is given to students who demonstrate qualities and characteristics that set a good example for their peers.

Woodrow School recognizes award winners each month at our awards assembly. This is typically the last Friday of each month.

HEALTHY FAMILIES

Medi-Cal for Children

Good news for California parents! More children qualify for no-cost and low-cost medical, dental and vision care coverage programs.

Some of the benefits:

- Prescription medicine
- Dental and eye care
- Regular checkups
- Physician and hospital services
- Immunizations and well-baby care

Children who are eligible:

- Under 19 years old
- California residents
- U.S. citizens, nationals or eligible immigrants
- Family incomes at or below certain levels

For more information, call toll-free today:

1-888-747-1222

A Healthier Tomorrow Starts Today!

Provided by the State of California

SCHOOL CALENDAR

You can find the school calendar of events on our school website: <https://www.sylvan.k12.ca.us/schools/woodrow>

Woodron Pledge

At Woodron School,

I pledge to always do my best

In math, reading and all the rest.

I'll follow the rules and care for others.

I'll treat everyone like sisters and brothers.

Responsible is what I'll be.

I'll show respect for you and me.

