

Roseville City School District  
Derk Garcia, Superintendent

# Woodbridge Elementary

**Where students are SAFE, RESPECTFUL, RESPONSIBLE & PROBLEM SOLVERS!**



## Family Guidebook

Jolene Wegsteen, Principal  
515 Niles Avenue., Roseville, CA 95678  
Tel: 916.771.1850 FAX: 916.782.4363

# **WOODBIDGE SCHOOL PROCEDURES**

## **ABSENCE REPORTING**

There are 3 options to report your student's absence. You either call our office - 916-771-1850, leave a message on the Attendance Line - 916-771-1855 or use our "Absence Reporting Email" feature on our Woodbridge Website.

## **ARRIVALS**

Adult supervision does not begin on campus until 7:25 am when our campus opens. No supervision is provided by the office staff. Students should not be on campus before 7:25 am. Students arriving between 7:25 am - 7:45 am will be engaged in a morning walk and talk. The morning walk and talk is supervised by staff. After the bell rings and the whistle is blown, students will line up in their classroom's designated spot. Teachers will meet students and bring them into the classroom promptly.

## **DEPARTURES**

All students are to go home or to the parent designated child-care when dismissed. The school day for TK students ends promptly at 12:47 daily. The school day for Kindergarten students ends promptly at 1:48 daily. The school day for 1st - 5th grade students ends promptly at 1:58 pm, unless the student is attending an after school program or is under the supervision of a teacher. There is no supervision provided by the office staff. All children who walk to or from school must use the sidewalks and crosswalks. They are not to take short cuts through fields, yards, or private property.

## **SAFE ENTRANCE AND EXIT FROM WOODBRIDGE SCHOOL**

### **WALKERS:**

Caution should be used when crossing streets and the use of crosswalks and signals is mandatory where available.

### **SAFE ROUTES TO SCHOOL:**

- Students South of Main St.
  - Walk north to Main St. - Walk on Main St. to Alta - Walk to Elefa - Cross at stop sign at Elefa and Niles Ave. - Walk to Woodbridge School using the crosswalk at Stanford and Niles Ave.
- Students North of Main St.
  - Walk to Alta - Walk to Elefa - Cross at stop sign at Elefa and Niles Ave. - Walk to Woodbridge School using the crosswalk at Stanford and Niles Ave.
- Students East of Washington Blvd.
  - Walk to Washington Blvd. - Walk to Pleasant St. - Cross Washington Blvd. - Walk to Alta - Walk to Elefa - Cross at stop sign at Elefa and Niles Ave. - Walk to Woodbridge School using the crosswalk at Stanford and Niles Ave.

### **BUS RIDERS:**

- Bus riders will be dropped off and picked up by the buses from the loading zone on Stanford Ave.
- There should be no playing, roughhousing, loud noise, entering the street, or interference with private property while waiting for or getting off the bus.

### **CAR RIDERS: (Some exceptions may apply for TK & Kinder – please see your teacher packet)**

- Students are to be dropped off and picked up at Gate A -All America City Blvd.
- Students will wait in the fenced area.
- When a student sees the family's vehicle, he/she will let the teacher know. The teacher will then dismiss the child if the vehicle is in the proper area.

- No student will be dismissed to a double-parked car.
- Families are welcome to park on the North side of All American City Blvd. and walk across the street to pick up a student. Please use the crosswalk - Appropriate modeling how to cross a street safely will help students remember to use a crosswalk when an adult is not present.
- When picking up a student, please pull into the pick-up zone on All American City Blvd or Stanford . (the school side of the street). **DO NOT LEAVE YOUR CAR.**
- As children are released to cars, please be prepared to move forward. We will release children to the group of cars closest to the exit gate. Your cooperation is needed to help make the exit procedure safe for everyone.
- Typically all children are dismissed to parents within 5 to 7 minutes.
- The Roseville police will ticket cars parked illegally or left unattended in the pick-up/drop-off zone.
- Families are always welcome to park in open parking areas.

#### **BICYCLE AND SCOOTER RIDERS:**

- Students riding bicycles are reminded that the rules and regulations of the California Vehicle Code governing bicycle use must be followed.
- Bicycle helmets are required.
- For safety, bicycles must be walked at all times on the school campus
- Bicycles should be locked securely to the bike racks on campus while students and visitors are on campus.

### **PARKING AT WOODBRIDGE**

Parking of private vehicles at the red curbs is strictly prohibited. These areas are reserved for bus loading and unloading. Do not double-park to pick up or drop off students or materials. Park in designated parking spaces only. Parking on Niles Ave. and Stanford Ave is only permitted on the school side of the street. There is permit parking only in front of private homes. Do not park in our neighbors' driveways or block the neighbors' driveways. Please do not block crosswalks.

### **DROPPING OFF ITEMS FOR STUDENTS**

All items, including lunches that need to be delivered to students, should be dropped off in the school office. All items should be labeled with the student's name and room number and left on the office counter. Please inform your child when you will be dropping off their lunch or other items so they can come to the office to pick them up during non-instructional time.

### **TELEPHONE CALLS AND STUDENT MESSAGES**

The telephone in the office is a business phone and may be used by students with permission only. Students will not be permitted to use the phone for personal business or non-school related telephone calls.

The school office will attempt but cannot guarantee and cannot take responsibility for the delivery of messages to students during the day.

### **NUTRITION INFORMATION**

The passage of the Child Nutrition and WIC Reauthorization Act of 2004 at the Federal level, and SB 12 at the State level mandate that school districts establish a wellness policy to address growing health concerns among children. Along with districts across the country, the Roseville City School District has adopted a Wellness Policy to comply with these laws.

The main areas addressed by the policy are child nutrition, physical education, and health education. District schools will be focusing on key points in these areas. They include ensuring that the food service program meets the nutritional standards required for the National School Lunch and School Breakfast Programs; encouraging parents/guardians to consider nutritional quality and support the district's nutrition efforts when selecting snacks for class parties; ensuring that foods and beverages sold to students during the school day promote student health; developing a comprehensive program that promotes healthy eating and physical

activity and teaches personal responsibility for one's own lifelong health, and continuing a physical education program that builds interest and proficiency in movement skills and encourages students' lifelong fitness through physical activity.

It is important to take these steps in order to provide the healthiest environment possible for our students and to begin training them to make responsible choices for themselves as they get older. To support these efforts at school, it is critically important that students are supported in making good choices at home as well.

**We encourage students and staff to celebrate a child's birthday at school, but we ask that NO FOOD ITEMS are brought to school for birthdays. Students can bring non food items for their class, such as pencils, stickers, etc. Thank you for supporting our nutritional program at school**

### **BRUNCH PROGRAM**

Woodbridge School has a brunch program at the beginning of each school day. All students receive breakfast in their classrooms. There is no cost to families.

### **LUNCH PROGRAM**

Students may bring lunch from home or select a hot lunch from the school cafeteria each day. A hot lunch count will be taken with attendance each morning in the classroom. All Breakfast and Lunch menu options are available to all students at no cost as part of an ongoing State and Federal program. Monthly menus are available online at <https://www.rcsdk8.org/menus>. Please do not bring canned or bottled drinks, or sodas to school. If you have lunch to drop off for your child, please stop by the office.

During lunch, students will be assigned class tables. Students must remain seated until they finish their lunch and are dismissed by table by a Meal Duty Supervisor. When dismissed, students will throw away any trash. Care is to be taken in discarding food and trash into the proper receptacles. Each student will be responsible for keeping the area clean where they eat.

### **FIELD TRIPS**

Field trips enhance and bring to life classroom studies. Prior to a field trip, parents will be informed about all details. All students going on a field trip must have a completed Parent Permission Form prior to departure. Bag lunches for field trips are available from the school kitchen if ordered in advance. Parents who wish to chaperone field trips may do so with the teacher's permission and must fill out a RCSD School Volunteer Information Form. Field trip chaperones should plan to provide their own transportation to and from the field trip. Other arrangements may be made with the teacher before the field trip day, due to special circumstances and parents may be able to ride the bus, if space is available. Siblings and other guests may not participate in school-sponsored field trips. Please be advised: buses on which children are transported for field trips do not always have safety belts.

### **AVID**

Woodbridge is proud to be an AVID school. AVID (Advancement Via Individual Determination) is a national program which focuses on preparing students from an early age for college and career readiness. The school staff has participated in numerous AVID training sessions to create a school with best practices that will help prepare students for success in middle school, high school, college and life.

### **WOODBIDGE SCHOOL RULES AND STANDARDS OF BEHAVIOR**

Everyone at Woodbridge Elementary School will strive to maintain a helpful attitude toward others. Woodbridge's school culture is based around a Positive Behavior Intervention System. All staff members are aware of these rules since the beginning of each school year and are asked to enforce them consistently. Each teacher posts individual classroom rules in the classroom. While at school, **ALL** students are expected to follow our four school rules: **Be safe, respectful, responsible and a problem solver.**

## SCHOOL RULES AND STUDENTS' STANDARDS OF BEHAVIOR

1. Be Safe
2. Be Respectful
3. Be Responsible
4. Be a Problem Solver

EVERYONE has the right to learn. Behavior that interferes or interrupts the educational process is not acceptable. Classroom rules are established and posted in each classroom by the teacher. Individual class rules are sent home at the beginning of the school year. Referrals will be issued to those violating these rules.

The following specific guidelines are listed in an effort to inform students what is expected of them:

1. Respect for other people's feelings, rights and property is expected of everyone.
2. Follow all school rules.
3. Students are expected to move through the school campus in a safe and orderly manner. Students will walk on sidewalks and play in designated areas. Students will not be in the halls without adult permission.
4. Students are expected to respond to adult authority in a courteous manner. Disrespect or defiance to school personnel (teachers, substitutes, instructional aides, meal duty supervisors, secretaries, custodians, bus drivers, or administrators) will not be tolerated.
5. Obscene, profane, or vulgar language, behavior or gestures will not be permitted at any time at school, including on clothing and personal property.
6. Fighting, teasing, threatening, or verbal/physical abuse of another person, either in anger or in fun, will not be tolerated.
7. Inappropriate gestures of affection are not permitted.
8. Gum, sunflower seeds, candy, canned or bottled drinks or sodas are not to be brought to school.
9. All play equipment is to be used at a reasonable distance from the building. Balls are not to be bounced against the building or along the walkways. There is no ball slamming or ball kicking allowed on the blacktop. On the playground the students will play games according to the school rules and use equipment safely and for the use which it is intended. Students are not allowed to bring their own playground equipment (such as soccer balls, baseball, footballs, etc.) to school.
10. Students are not allowed to bring personal toys, electronics and computer games, trading cards or any other item which may cause a disruption to the educational environment.
11. Bathrooms are for bathroom use ONLY. They are not a play area. Students are expected to keep bathrooms clean by throwing papers away in the garbage.
12. Students are not to leave money or valuables in their desks.

13. Rocks, bark or other objects are not to be thrown at any time at school. Slingshots, bean shooters, water pistols or similar items are not to be brought to school.

14. Possession of weapons or dangerous objects of any kind including but not limited to guns of any type (including airsoft guns), knives, firecrackers, matches, lighters, sharp or pointed objects or anything resembling a weapon are not permitted on the school grounds. The police will be notified when deemed appropriate by the school Administration (Education Code 48900 and 48915). Violation results are mandatory suspension and possible expulsion. (Education code 48900 and 48915).

15. Students will not bring or use tobacco or tobacco related smoking devices, alcohol or any controlled substances to school or be under the influence of such controlled substances. Students violating this will be suspended from school.

16. Woodbridge School will be a safe place for all students. Gangs and other groups that intimidate or distract students and staff pose a threat to school safety and disrupt learning. Gang-like behaviors, apparel, grooming, writing or other attributes will not be tolerated. Students who violate this policy will be subject to appropriate disciplinary action including suspension from school and possible expulsion.

### **DRESS CODE**

RCSD District Dress Code - Parents or guardians of students are primarily responsible for establishing and implementing appropriate dress and grooming standards. All Roseville City School District schools are responsible for establishing a classroom and campus atmosphere that creates the appropriate environment for teaching and learning. The dress code aims to optimize a productive learning environment, protect all students' health, safety, and welfare, allow for self-expression, and ensure all students are treated equitably.

#### **GENERAL DRESS CODE POLICY:**

Clothing worn on campus must promote a safe atmosphere conducive to learning. Certain body parts and undergarments must be covered for all students at all times.

#### **Students Must Wear:**

- A shirt (with opaque fabric in the front, back, and on the sides under the arms) that covers the majority of the torso
- Pants or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)
- Shoes

**Students May Wear**, as long as these items do not violate the General Dress Code policy above:

- Hoodies and hats (including beanies) must allow the face to be visible to staff and may be worn indoors at the discretion of the adult supervisor
- Religious headwear
- Ripped jeans, as long as underwear and certain body parts are not exposed
- Tank tops and shorts
- Slides or sandals, as long as appropriate footwear for PE is worn

#### **Students Cannot Wear:**

- Images or language that depict weapons or violence

- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia, any illegal item or activity, or gang activity
- Hate speech, profanity, or images or language that are overly sexual in nature
- Images or language that creates a hostile or intimidating environment
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face (except as a religious observance or for health purposes)
- Blankets in replacement of jackets or sweatshirts

If a student's attire, clothing, jewelry, accessories, or appearance violates the dress code outlined above, or becomes a distraction to the learning environment, they may be asked to change and/or a parent/guardian may be contacted. Repeated offenses may result in disciplinary action.

At Woodbridge, student safety is important, so we highly recommend that students wear shoes with straps on the back for protection during recess.

### **LOST AND FOUND**

Please make sure that all clothing, lunch boxes and other items brought to school are clearly marked with your child's name. We accumulate a vast assortment of misplaced property during the school year. The Lost and Found is located in the foyer near the cafeteria. Students are welcome to check it during school hours. All abandoned items in the Lost and Found are donated to charitable organizations at various times during the school year.

### **COMMUNICATION**

Our goal at Woodbridge is to have ongoing communication with all our families. We are excited to announce that we have adopted a new form of school-to-home communication at RCSD called ParentSquare. This unified communications platform is designed to keep families informed and encourage greater engagement and connection with our school and our District. All district and school, grade level, and classroom information will now be sent to your computer and/or phone via email and/or text. You can expect to receive schoolwide bi-weekly updates and monthly classroom updates.

### **WOODBIDGE PTC**

Our school Parent Teacher Club is a vital part of our total school community. The PTC meets approximately once a month. All parents, grandparents or other adults interested in supporting the students and staff of Woodbridge School are invited to attend. Meeting notices and agendas will be sent home throughout the year. BUSINESS SOLICITATIONS FOR DONATIONS MUST BE DISCUSSED WITH, AND APPROVED BY THE PRINCIPAL, and are limited to PTC-sponsored events only.

