

# Woodward Handbook



## 2025-2026

**Walter Woodward Elementary**  
**575 Tannehill Drive**  
**Office # (209) 858-7430**  
**Fax # (209) 858-7560**  
**Office Hours 7:30-3:30**

*This handbook supplements the MUSD Student and parent/Guardian Handbook with information specific to Woodward.*

**School Vision:** All Woodward students will be empowered and encouraged to achieve grade level standards in a safe & positive learning environment.

**School Mission:** Through smart actions and decisions, Woodward will work together using meaningful, measurable aligned data for all students to achieve mastery of grade level standards in all subjects based on their unique educational pathway in a safe environment inclusive of design, security, and climate.

Updated 6.5.25

## Our School History

Walter Woodward Elementary opened its doors in 2004. It is a K-8 elementary school in Manteca Unified School District. Current enrollment for the 2025-2026 school year is 1049 students.

Our school is named after Walter Woodward who arrived in Manteca in 1905 where he settled on 160 acres of land. In 1907 Walter J. Woodward became the city of Manteca's first real estate agent. Mr. Woodward helped establish the South San Joaquin Irrigation District and he played an important role in the irrigation system that brought water to our agricultural area.

## Introduction

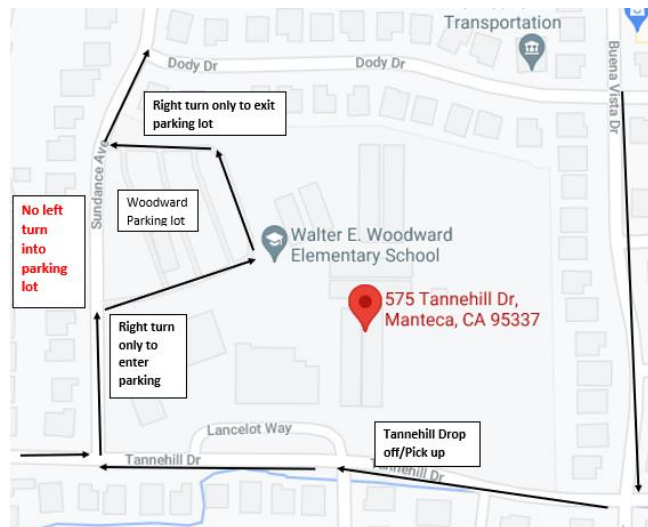
The purpose of Woodward Handbook is to communicate school expectations and provide a schedule of activities for the year. If after reviewing the handbook you still have questions please don't hesitate to reach out to our staff for clarification. Thank you for taking the time to review all the materials in this handbook. We know that it is going to be a great year!

## Arrival & Dismissal in the Parking Lot

It takes all of us to keep our kids safe!

Please remember:

- Drive on the right side of the road.
- Do not use your cell phone while driving.
- Slow down, arrive a little early so that you are not in a rush.  
*Students may be on campus at 7:45 am and pick up no later than 15 minutes after dismissal*
- Enter the parking lot through the entrance only
- Follow the arrows in the parking lot.
- Pull to the sidewalk to let students out of the car. (Not in the middle of the road.)



## **Absences, Tardies, and Excuses**

It is very important that students attend school every day and be on time. Students are considered tardy if they are not in their class at 8:00 ready to learn. According to the Education Code, an acceptable excuse for a student is illness, a medical or dental appointment or a death in the immediate family. When a student must be absent, the parent or guardian must contact the school verifying the date and reason for the absence with a telephone call or a signed note. Students are asked to bring in appointment cards for dental or medical appointments for verification. Parents may excuse a student from Physical Education for up to **three days**. A doctor's note is required to excuse a student for more than three days.

## **Checking Out of School**

Walter Woodward School is a closed campus. If a student needs to leave the campus for an appointment, he/she must be cleared through the office before leaving. A written note or telephone call from a parent or guardian is necessary for a student to be released during school hours. **Parents must come into the office to sign students out.**

A written note from the parent/guardian is required when a student varies their normal departure pattern (such as going home with a friend's parent instead of the bus). Students are to submit this to the teacher in the morning for verification by the school office personnel.

## **Visitors on Campus**

Parents are always welcome and highly encouraged to volunteer and visit the school. **The law requires that all visitors check in at the office for a pass**, so that the school may monitor who is on the school grounds. If you are planning a visit to your child's classroom, please arrange for the visit ahead of time. There are times when testing is taking place or other activities that may make visiting an inappropriate distraction.

## **Parent Involvement Opportunities**

Woodward school staff appreciates active parents and community involvement at our school. Please stay in touch with your child's teacher throughout the year for more specific activities. Our administration and Parent/Teacher Club welcomes your participation in any of the following activities: ELAC (Bilingual Parent Meetings), School Site Council, Fundraising, Book Fair, Annual Omelet Breakfast, Read Across America, Carnival, Field Trips, Classroom Celebrations & Performances.

## **Dress & Grooming**

BP 5132

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. Students shall be provided supports in understanding how the choice of the clothing they wear could present a health or safety hazard or cause a substantial disruption to the educational program.

The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action or support as needed.

### **Gang-Related Apparel**

The principal, staff and parents/guardians at a school shall establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board for approval, upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183).

When determining specific items of clothing that may be defined as gang apparel the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

## **Medication**

In compliance with Education Code 49423, no medication will be accepted or administered at school without parent request and a physician form with detailed instructions, filled out completely and signed by both parent and the physician. Non-prescription medication such as aspirin will not be administered at school, even at the parent's

request. Parents may bring medication to school and administer it to their student. Students are not to keep medication on their person or in their desks. All medication must be turned into the office.

## **Injuries on Campus**

When a student is injured on campus the following procedures will be used:

- Teacher and/or yard duty supervisor is notified immediately
- Site administrator and office personnel are notified
- Student is stabilized to determine if the student can or should be moved
- Students on the playground will be directed to move away
- Office personnel will notify parent
- Office personnel will direct emergency vehicles

## **Make-up Work**

It is the student's responsibility to request and complete schoolwork missed for any absence. Make-up work for unexcused absences and/or late work may not be accepted and could affect a student's overall grades. If a student is going to be absent from school for several days, a parent or guardian should contact the school to request make-up work from the teacher. **Please allow 24 hours for the teacher to prepare the necessary work.**

## **Short Term Independent Study**

If your student must be absent from school between 3-14 days and you would like to request independent study, please reach out to our attendance clerk for program requirements.

## **Grades and Citizenship**

Manteca Unified has developed Standards-Based Report Cards for students in Transitional Kindergarten (TK) - 6th grade. This report card will be fully implemented in the 2024-25 school year. The purpose of the standards-based report card is to clearly communicate student performance toward grade level standards and expectations to our families. The standards-based report card is designed to provide accurate information about student performance and growth in meeting the standard. In other words, rather than focusing on a percentage or number of points obtained, standards-based reporting focuses on student understanding or competency.

## **MUSD TK-6 Standards Based Report Card Proficiency Scale**

Teachers will use the following proficiency scale marks and descriptions on the report card to communicate student progress toward meeting essential grade level standards for all subject areas at each trimester.

Exceeded (EX)	Student has demonstrated mastery of grade level standards and is able to extend and apply concepts with a greater depth of understanding to new situations.
Proficient (PR)	Student demonstrates mastery of grade level standards.
Approaching (AP)	Student shows basic understanding and is progressing toward mastery of the grade level standard.
Beginning (BE)	Student is beginning to demonstrate understanding but is not yet meeting grade-level standards.
Insufficient (IN)	Student has not demonstrated enough evidence to assess the grade level standards.

Families are encouraged to reach out to their student's school site and teacher for general questions. Families can also visit the standards-based report card page at [www.mantecausd.net/reportcards](http://www.mantecausd.net/reportcards).

Grades are assigned in two parts for 7<sup>th</sup>-8<sup>th</sup> grade. A **progress** grade A-F is assigned for the quality of schoolwork completed. An **effort** grade (E, S, N) is assigned to indicate the degree to which the student applied him/herself in completing the work. A **citizenship** grade (E, S, N) is assigned to indicate the level of proper conduct by the student. Citizenship is defined as positive attitudes and behavior toward schoolwork and activities and personnel.

## PBIS

### What is Positive Behavior Interventions and Supports?

PBIS is a program supported by Walter Woodward to promote positive behaviors and student success. It is a school-wide strategy that is meant to support all students in the areas of social and behavior goals. Students are taught at the beginning of the school year the school-wide expectations focusing on Be Safe, Be Respectful and Be Responsible. Continuous reviews and reminders of expectations are supported by the teachers and staff throughout the year.

### School-Wide Rules

Be Safe  
Be Responsible  
Be Respectful

### Why do we have School-wide Rules?

Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on **3 simple rules**, it is easier for students to remember. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff using a common language.

Positively stated rules are important, because research has shown that recognizing students for following the rules is even more important than catching them breaking the rules. By stating rules positively, the hope is that staff will be more likely to use the rules to catch students engaging in the appropriate behavior.

By selecting only a few rules it is important that the rules are broad enough to talk about all potential problem behaviors. With the rules selected, the PBIS team believes that we can then teach all specific behavioral expectations across all school settings according to these simple rules, for example:

Updated 6.5.25

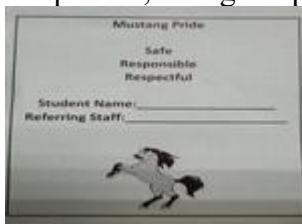
- Cleaning up your spills in the cafeteria is an example of **Being Safe** because someone could slip on the spill and get hurt.
- You were **Being Very Responsible** when you asked your classmate to walk in a straight line in the hallway.
- Thank you, class, for **Being So Respectful** by raising your hands to speak and listening to what everyone else had to say about the story.


 <b>SCHOOL RULES &amp; EXPECTATIONS</b>				
	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	VOICE LEVEL
<b>BATHROOMS</b>	• Wash your hands	• Leave bathroom clean • Keep water and soap in the sink • 3 students in the bathroom at a time	• Give others privacy • Follow all staff directions immediately	1
<b>OFFICE</b>	• Walk and enter quietly	• Bring an office pass	• Follow all staff directions immediately • Wait at the counter to be helped	2
<b>CAFETERIA</b>	• Eat your own food • Wait patiently in line with a calm body	• Find a place to sit and remain seated • Take only what you will eat • Make room for everyone	• Leave your table clean • Follow all staff directions immediately	2
<b>CLASSROOMS</b>	• Stay in your personal space • Keep control of your body • Use materials and equipment appropriately	• Follow directions and classroom routines • Be a problem solver	• Work cooperatively	1
			• Show kindness to others	2
			• Follow all staff directions immediately	3
<b>WALKWAYS</b>	• Walk on the marked pathways • Stay in your own personal space	• Go directly to where you need to be	• Follow all staff directions immediately	2
<b>ARRIVAL/DISMISSAL</b>	• Walk to all destinations	• Be on time • Check in the office if tardy	• Follow all staff directions immediately	3
<b>PLAYGROUND</b>	• Keep your hands and feet to yourself	• Use playground equipment appropriately • Line up when the whistle blows	• Include all peers in games/ activities • Follow all staff directions immediately	4
<b>4 - Outside Voice</b> <b>3 - Teacher Voice</b> <b>2 - Normal Voice</b> <b>1 - Spy Talk</b>				
Playground voice, never use inside      Presenting voice. Everyone can hear you.      Small group work, only the group can hear you.      Whisper quietly to your neighbor.				

**How Mustangs are recognized for Being Safe, Being Responsible, Being Respectful:**

### Mustang Shout Outs!

Students are recognized for following our wide school expectations. All staff members have Mustang Shout Outs that they can fill out when they observe students following one or all of the three areas: Being Safe; Being Respectful; Being Responsible. The Shout Outs are read during our morning announcements.



Mustang Pride  
Safe  
Responsible  
Respectful  
Student Name: \_\_\_\_\_  
Referring Staff: \_\_\_\_\_  


### Mustang Bucks

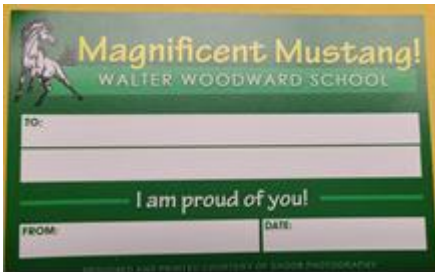
Another way students are recognized is with student Mustang Bucks. Staff issues Mustang Bucks when they observe students following one or all of the school expectations: Being Safe; Being Respectful; Being Responsible.  
Updated 6.5.25

There is an opportunity for students who earn Mustang Bucks to spend their bucks at the Mustang Store. Students will have a wide variety of options to choose from.



### **Mustang Postcards**

Walter Woodward staff sends out postcards to students periodically throughout the year to celebrate their good choices and recognize their efforts.



## **Restorative Practices**

Restorative practices are designed to proactively build community, improve relationships, and help students amend harm when conflict occurs. Exposure to restorative practices improves students' academic achievement and reduces suspension rates and disparities. Increased use of restorative practices decreases schoolwide misbehavior, substance abuse, and student mental health challenges, as well as improves school climate and student achievement. There are two main categories of restorative practices:

1. Community-building practices: Practices designed to foster an interconnected school community and healthy school climate, such as community-building circles that help students and staff deepen relationships. Students are encouraged to feel responsible for how they act, understand how others think and feel, care about how others feel, and are taught they can control their own behavior.
2. Repair practices: Practices meant to bring together all stakeholders to resolve issues and take productive steps in the future, such as conflict-responsive dialogues, mediation, and harm-repair circles. Students resolve conflicts with one another.

## **Other Information**



**Lost & Found:** Will be in the trough outside the front office. At the end of each trimester leftover items will be donated. An email/text message will go out prior to the donation.

**Prohibited items** that are brought to school (radios, electronic games, toys, sports equipment, etc.) that are confiscated will be held in the office. Only a parent can pick up these items. Confiscated items will be held to the end of the school year and then donated to charity unless picked up by the owner.

**Forgotten lunch:** Students are asked to check the office at lunchtime for forgotten lunches. Classes will not be disturbed to inform students of lunches brought to the office after the beginning of school.

**Changing Schools:** When planning to move, please notify the school office in writing and turn in their student device as well as all district issued books prior to leaving the district.

**Contacting Teachers:** Teachers may be contacted by phone or email. Calls received during the instructional day will be forwarded to the voice message system. Teachers will respond to all calls or emails within 24 hours. Office staff can assist you with email address needed for teachers.

**Contacting Students:** Messages regarding homework, lunches, projects, books, and afterschool pick-up arrangements etc. will be e-mailed to teachers upon receipt in the office to reduce classroom interruptions. Please try to contact us prior to 1:30 pm.

**Bullying BP 5131.2:** No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.

**Technology Policy (Cell Phone/Devices) Electronic Signal Devices/Cell phones Board Policy 5131(b).** The Manteca Unified School District Governing Board allows pupils to possess and use electronic signaling and communication devices while on campus *before* school and *after* school. All electronic signaling and communication devices will be in the off mode and out of sight while being transported by District-operated vehicles, and during school hours including instructional time, lunch, brunch, breaks, passing periods, rallies, assemblies, and other school activities during the instructional day, for all grades K-12 unless given express permission from the administrator or designee. **Students and parents are to be advised that the District/School is not responsible for the theft or loss of students' electronic devices.** Students may not capture photographic or digital images while on school property during the school day without the express permission of the principal or designee.

**School Sponsored Events:** Students must sit with and be supervised by their parent or guardian at ALL evening and/or off campus events unless otherwise directed by the staff in charge. This includes choir concert, band concert, talent show, athletic events, and graduation ceremonies.

## Important Dates to Remember

Mustang Message Newsletter will have more details & any event updates

*Look for event updates in the monthly newsletter "Mustang Message"*

<p><u>August:</u> 1: TK/Kinder Back to School Orientation 4: First day of School 7: 1<sup>st</sup> – 8<sup>th</sup> Back to School Night 4:30PM-6:30PM 14: Picture Day 25-29: Spell-A-Thon Fundraiser week</p> <p><u>September:</u> 8-12: Goal Setting Conferences 22-24: Fall Achievement/Progress Awards Assembly</p> <p><u>October:</u> 1: Grandparents Day Lunch 6-10: Fall Break (No School) 16: Picture Day Make-Ups 17: Fall Festival 10/27-10/31: Red Ribbon Week</p> <p><u>November:</u> 24-26: Giving Thanks Week</p> <p><u>December:</u> 6: Omelet Breakfast 6-12: Book Fair 15-19: Winter Cheer Week 12/22-1/6: Winter Break</p>	<p><u>January:</u> 14: Staff Development (No School) 26-30: Goal Setting Conferences</p> <p><u>February:</u> 4-6: Winter Achievement/Progress Awards Assembly 10-13: Kindness Week</p> <p><u>March:</u> 2-6: Read Across America 9-13: Spring Break 26: STEAM Night 5:00PM -7:00PM</p> <p><u>April:</u> 9: Open House/Art Fair (4:30-6:30 pm) 10: Progress Reports go Home 17: Stampede 22: Earth Day</p> <p><u>May:</u> 4-8: Staff Appreciation Week 19-21: Spring Achievement/Progress Awards Assembly 29: Last Day of School</p>
--	---

*Look for event updates in the monthly newsletter "Mustang Message"*

## Bell Schedule 2025-2026



### TK:

8:00-8:50	Class
8:50-9:10	Recess
9:10-10:50	Class
10:50-11:30	Lunch
11:30-1:00	Class
1:00-1:15	Recess
1:15-2:20	Class

### Minimum Day

8:00-8:50	Class
8:50-9:10	Recess
9:10-10:50	Class
10:50-11:30	Lunch
11:30-12:15	Class

### Kinder:

8:00-9:10	Class
9:10-9:30	Recess
9:30-11:10	Class
11:10-11:50	Lunch
11:50-1:15	Class
1:15-1:30	Recess
1:30-2:20	Class

### Minimum Day

8:00-9:10	Class
9:10-9:30	Recess
9:30-10:55	Class
10:55-11:35	Lunch
11:35-12:15	Class

### 1st/2nd Grade:

8:00-9:05	Class
9:05-9:25	Recess
9:25-11:25	Class
11:25-12:05	Lunch
12:05-1:15	Class
1:15-1:30	Recess
1:30-2:20	Class

### Minimum Day

8:00-8:50	Class
8:50-9:10	Recess
9:10-10:26	Class
10:26-11:06	Lunch
11:06-12:15	Class

### 3rd Grade:

8:00-9:27	Class
9:27-9:42	Recess
9:42-11:45	Class
11:45-12:25	Lunch
12:25-1:30	Class
1:30-1:50	Recess
1:50-2:20	Class

### Minimum Day

8:00-9:10	Class
9:10-9:30	Recess
9:30-10:26	Class
10:26-11:06	Lunch
11:06-12:15	Class

### 4th Grade:

8:00-9:32	Class
9:32-9:42	Recess
9:42-11:45	Class
11:45-12:25	Lunch
12:25-1:40	Class
1:40-1:50	Recess
1:50-2:20	Class

### Minimum Day

8:00-9:15	Class
9:15-9:30	Recess
9:30-11:10	Class
11:10-11:55	Lunch
11:55-12:15	Class

### 5th/6th Grade:

8:00-9:52	Class
9:52-10:02	Recess
10:02-11:00	Class
11:00-11:10	Recess
11:10-12:35	Class
12:35-1:15	Lunch
1:15-2:20	Class

### Minimum Day

8:00-9:30	Class
9:30-9:45	Recess
9:45-11:10	Class
11:10-11:55	Lunch
11:55-12:15	Class

### Jr. High:

8:00-8:50	Period 1
8:50-8:52	Passing
8:52-9:42	Period 2
9:42-9:52	Break
9:52-10:41	Period 3
10:41-10:43	Passing
10:43-11:33	Period 4
11:33-11:35	Passing
11:35-12:09	MUSTang Time
12:09-12:49	Lunch
12:49-1:39	Period 5
1:39-1:41	Passing
1:41-2:20	Period 6 (Elective)

### Minimum Day

8:00-8:33	Period 1
8:33-8:35	Passing
8:35-9:08	Period 2
9:08-9:10	Passing
9:10-9:42	Period 3
9:42-9:58	Break
9:58-10:31	Period 4
10:31-10:33	Passing
10:33-11:05	Period 5
11:05-11:07	Passing
11:07-11:38	Period 6 (Elective)
11:38-12:15	Lunch

Updated: 4.29.25

# MANTECA UNIFIED SCHOOL DISTRICT

## Revised 2025-2026 Student Calendar

### Board Adopted January 16, 2025

<b>July 2025</b>  0 Instructional Days	<b>August 2025</b>  19 Instructional Days	<b>September 2025</b>  21 Instructional Days	<b>October 2025</b>  18 Instructional Days	<b>November 2025</b>  16 Instructional Days	<b>December 2025</b>  15 Instructional Days
<b>January 2026</b>  16 Instructional Days	<b>February 2026</b>  18 Instructional Days	<b>March 2026</b>  17 Instructional Days	<b>April 2026</b>  20 Instructional Days	<b>May 2026</b>  20 Instructional Days	<b>June 2026</b>  0 Instructional Days

89

91

Legend	
	Student Breaks/Closed to the Public
	Summer Break/School Office Open
	Teacher Prep (no students)
	Inservice Days (no students)
	District-wide Minimum Day
	Elementary School Minimum Day
	High School Minimum Day



First Day of School - August 4, 2025  
Last Day of School - May 29, 2026

High School End of Semester	
1st Semester: October 3	3rd Semester: March-13
2nd Semester: December 19	4th Semester: May 29

Elementary Trimesters	
1st Trimester: 08/04/25 - 11/07/25 = 63 days	
2nd Trimester: 11/12/25 - 02/27/26 = 60 days	
3rd Trimester: 03/02/26 - 05/29/26 = 57 days	

180 School Year Instructional Days

Employee Holidays	
July 4	Independence Day
September 1	Labor Day
November 11	Veterans Day
November 27-28	Thanksgiving
December 24	Christmas Eve
December 25	Christmas
January 1	New Year's Day
January 19	Martin Luther King Day
February 9	Lincoln's Birthday (obs)
February 16	Washington's Birthday
April 3-6	Spring Break
May 25	Memorial Day
June 19	Juneteenth
Student Breaks	
October 6-10	Fall Break
December 22 - Jan 6	Winter Break
March 16-20	Spring Break

Revised 012225