

Westwood Elementary Student and Family Handbook 2026-2027



**Santa Clara Unified School District
Westwood Elementary School**
435 Saratoga Avenue · Santa Clara, CA 95050



Dear Westwood Community:

Welcome to the 2026-2027 school year. The Wildcat staff and I warmly welcome you to Westwood Elementary. We look forward to meeting and working with you. If you are a new family to Westwood, we wish you a smooth start. If you are returning family to Westwood - welcome back!

We are proud of our school; the work our students do each and every day, and the commitment of our entire community to the “whole child”. None of this is possible without our dedicated and talented staff and our supportive parents and community. We strive to be a supportive and welcoming place for our diversified student body. We encourage you to come and visit our classrooms, share your time with the children, and be an active part of our school community.

The contents of this handbook will inform you about Westwood Elementary. Please review it and keep it for reference throughout the school year. We are expecting updates to the volunteer clearance process this school year, which will be sent once finalized. If you have any questions, please contact your child’s teacher. Our website is updated regularly and will also have current information:

<http://westwood.santaclarausd.org>

The ROAR Report is sent the third Wednesday of the month. Up to date information, dates and event news will be shared through the ROAR Report and through Parent Square. If you have questions or concerns, we would appreciate hearing from you. We ask that you start with your child’s teacher as they should be the first contact. You are always welcome to contact me or the Westwood office for further information or assistance.

Welcome to Westwood!

Sincerely,
Cori Ghaffari, Principal

Handbook Quick Reference

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WESTWOOD ELEMENTARY IS A COMMUNITY OF KIND, CARING WILDCATS WHO THINK OF OTHERS AND LOVE TO LEARN.



Our objective as educators is straightforward. We strive for Westwood to be an environment where every student feels welcomed and secure. We aim for our students to develop the ability to consider the emotions and needs of others while also learning to advocate for themselves. Our goal is to foster a community rooted in acceptance and kindness, allowing academic growth to remain our primary focus. Most importantly, we want students to emerge from their initial school years knowing they are capable and valuable!

SCUSD Vision:

Graduates of Santa Clara Unified School District are resilient, future-ready, lifelong learners who think critically, solve problems collaboratively, and are prepared to thrive in a global society.

SCUSD Mission

The Mission of Santa Clara Unified School District is to provide equitable, engaging, and innovative educational experiences so that each student thrives in a global society.

SCUSD Core Values

- Students first
- Excellence through continuous improvement
- Integrity and ethical stewardship
- Connected families and collaborative community
- Equity and social justice
- Empathy and Respect
- World-leading and future ready



Westwood School is a community of students, staff and families from diverse backgrounds and cultures. We are responsible for each other, the students and families in our community. This sense of community guides our work.

Westwood staff are a hard working, caring, and professional group of individuals. We believe in setting high expectations and standards, for ourselves and our students. By providing rigorous academic programs and a learning environment focused on growth, it is our intent and our belief that students can and will succeed.

We have four guiding agreements for our community. In keeping with our mascot, the wildcat, we practice the Westwood P.A.W.S.: Be Peaceful, Be Aware, Be Wise, and always Be Safe. While on campus and at school events, we ask our entire Wildcat Community to follow these agreements:

We Are Peaceful

- **We** peacefully respect and support every individual, both publicly and privately, by working with students, parents and staff to help one another be a successful member of our community.
- **We** build peaceful communities by teaching our students how to behave, catching our students doing the right thing and holding them accountable when they do not make a good choice.
- **We** communicate openly, respectfully, and timely with parents and each other.
- **We** listen while others speak and use "I" messages to share our feelings and how it affects us. We think about possible solutions to solve and work out problems.
- **We** treat others with respect and remind ourselves to be peaceful problem solvers.

We Are Aware

- **We** provide children with a safe, secure and nurturing environment through a strong, consistent discipline plan, school wide agreements, and caring adults who are aware of their responsibility for all students.
- **We** are a family at Westwood and we share responsibility for all students, while supporting one another.
- **We** work collaboratively to improve student achievement, learn new procedures, methodologies, techniques and to tackle school wide issues.

We Are Wise

- **We** are a community that believes in what we can do for kids. We base our decisions on common sense and what is best for kids. We work together to help our students succeed.

We Are Safe

- **We** hold the students' safety as our most important priority.
- **We** create a learning environment which fosters and supports the students' emotional, physical and mental well being.
- **We** share the responsibility for the safety of all students.



Westwood Office - Main number 423-4300

24 hour Attendance Line 423-4305

Westwood PTA (email only) westwoodptasc@gmail.com

Office		Extension	Email Address
Cori Ghaffari	Principal	423-4301	cghaffari@scusd.net
Raquel Mejia	Secretary	423-4310	rmejia@scusd.net
Tina Rosado	Attendance Clerk	423-4311	krosado@scusd.net
Brandon Chun "Mr. B"	Lead Custodian	office	bchun@scusd.net
Preschool			
Sarina Mehmi, preK	Room 43	423-4346	smehmi@scusd.net
Kiki Sandhu, preK	Room 42	423-4342	ksandhu@scusd.net
Mayra Deleon, preK	Room 41	423-4387	mdeleon@scusd.net
Transitional Kinder			
Rene Coleman	Room 24	423-4374	rcoleman@scusd.net
Alyssa Saretti	Room 28	423-4385	asaretti@scusd.net
Kindergarten			
Mary Blevins (M, T, W)	Room 25	423-4375	mblevins@scusd.net
Elena Dritsas (W, Th, F)			edritsas@scusd.net
Aimee Muth	Room 27	423-4377	amuth@scusd.net
1st Grade			
Christine Rodriguez	Room 3	423-4353	crodriguez@scusd.net
Nicole Young	Room 4	423-4354	nyoung@scusd.net
2nd Grade			
Heidi Murray	Room 15	423-4365	hmurray@scusd.net
Kiva Qualls	Room 14	423-4369	kqualls@scusd.net
3rd Grade			
Kendall Schomberg	Room 11	423-4361	kschomberg@scusd.net
Laura Rubio	Room 13	423-4363	lrubio@scusd.net
4th Grade			
Christa Ivancovich	Room 17	423-4367	civancovich@scusd.net
Suzie Jochner	Room 19	423-4321	sjochner@scusd.net
5th Grade			
Mia Canrinus	Room 20	423-4370	mcanrinus@scusd.net
Sabrina Lewis	Room 18	423-4368	slewis@scusd.net



Support Staff			
Rita Barone	Wellness Coordinator	878-4393	rbarone@scusd.net
Ling Ying Lu	Counseling Intern	878-4436	llu@scusd.net
Alicia Ruiz	ELSAT	423-4322	aruiz@scusd.net
Jenny Maehara	Instructional Coach	423-4302	jmaehara@scusd.net
Erin Kennedy	Library Media Asst.	423-4340	ekennedy@scusd.net
Angela Bayard Divolo	School Nurse	423-4326	abayarddevolo@scusd.net
Jennyfer Moran Jimenez	Health Clerk	423-4319	jmoranjimenez@scusd.net
Angela Bruen	Psychologist	423-4327	abruen@scusd.net
Joanne Kirby	K-5 Speech	423-4329	jkirby@scusd.net
Ayla Leano	PreK-TK Speech	423-4331	lleano@scusd.net
Claudia Lopez	Resource Specialist	423-4345	clopez@scusd.net
Lori Marler	Resource Specialist	423-4359	lmarder@scusd.net
Maria Cisneros	Cafeteria	423-4389	cnwestwood@scusd.net
After School Programs			
Stephanie Bestul	Extended Day	423-4315	sbestul@scusd.net

For Attendance Calls:

Please telephone the school office at 408-423-4305 before 9:00 am each day that your child will be absent.

Please be prepared to provide the following information:

- ☐ Student's name
- ☐ Teacher and/or room #
- ☐ Date(s) and reason for absence
- ☐ Your name and relationship to the student

If you have any questions please call 408-423-4300.

2026-2027 WESTWOOD SCHOOL CALENDAR - as of 6/18/26

(Calendar dates/times subject to change – most up to date information will be on the school website)

August 7	TK/K "Meet and Greet" 2:00-3:00, Class lists posted after 5:00pm
August 10	First Day of School (TK/K Parent Welcome Meetings, 8:45 school cafeteria, 9:15 Classroom Meeting)
August 18	Back-to-School Night; Gr 1-2 6:00-6:30 pm, Gr 3-5 6:30-7:00 pm
August 31	TK/Kinder begin "Full Day" Program
September 7-8	Labor Day Holiday and Staff Development, No School
September 11	Walk-a-Thon
September 15	School Picture Day (bring order form today)
September 15	PTA Association Meeting/Fall Festival Planning
September 23	PTA Stay and Play with Kona Ice
October 5-9	Parent/Teacher Conferences (Early Days 8:15-1:22pm)
October 12-13	Fall Break, No School
October 22	Make-Up Picture Day
October 24	PTA Annual Fall Festival 4:00-8:00pm
October 26-30	PTA Red Ribbon Week
October 30	Halloween Parade 8:30-9:15 am
November 4-18	PTA Cookie Dough Fundraiser (orders due Nov 18th)
November 11	Veteran's Day Holiday, No School
November 20	Early Day 8:15-1:22pm/Report cards available
November 23-27	Thanksgiving Break, No School
December 3-4	PTA Winter Book Swap
December 10	PTA Cookie Dough Pick up afterschool
December 11	PTA "Cozy Night In"
December 18	Early Day 8:15-1:22pm
Dec 21 - Jan 4	Winter Break, No School, School Resumes Tues, Jan 5
January 18	Martin Luther King Holiday, No School
January 22	PTA Stories Under the Stars (6:30-7:30pm) and PTA Association Mtg
January 27	PTA Kindness Fundraiser Kick-off!
February 1-12	PTA Friendship Bracelet sales
February 12	Early Day 8:15-1:22pm
February 15-19	February Break, No School
February 26	End of Trimester (Early Day 8:15-1:22pm)
March 1-5	PTA Take Your Family to School Week/Scholastic Book Fair
March 1	5th Grade Panoramic Picture Day, 1pm
March 2	Dr. Seuss "Read-in" Day
March 3	Spring Portraits Picture Day
March 5	PTA Movie Night (6:30-8pm) and PTA Association Meeting
March 16-17	Spring Parent/Teacher Conferences (Early Days 8:15-1:22pm)
March 18-19	Staff Development Days, No School for Students
March 23-26	5 th Grade Science Camp
March 31	Multi-Cultural Festival 5:00-7:00
April 9	Early Day 8:15-1:22pm
April 12-16	Spring Break, No School
April 19-23	PTA Science Week/Earth Week, Bike Day April 21
April 19	SBAC Testing begins for Grades 3-5 (April 19-May 14)
April 27	Open House (Classes Open 6-7pm)
May 3-7	Teacher Appreciation Week
May 12	Music Concert Grades 3-5 <i>TENTATIVE</i>
May 26	PTA Stay and Play w/ Kona Ice and New TK and K Family Meet & Greet
May 28	End of 3 rd Trimester (Early Day 8:15-1:22pm)
May 31	Memorial Day Holiday, No School
June 1	Talent Show - 8:30 am
June 2	Field Day (9:00-11:00 am)/Kinder Park Celebration 10:30-1:00
June 3	5th Grade Pool Party and Celebration 9:30-2:30
June 4	Last Day of School (Early Day 12:00 pm dismissal for ALL!) <i>Preschool park day 9:00-11:00 am</i>

**Every Wednesday
Early Day
Dismissal 1:22 (K-5)
and 1:06 (TK)!**

Additional early days are
highlighted in yellow.
Please make arrangements for
early pick-up on these days.

**School Holidays
and Professional
Development Days**

School holidays and non-student
days are highlighted in green.
Please make a note of these
non-school days.

PTA Board Meetings

First Tuesday of the month
5:30-7:00 pm
LIBRARY

School Site Council (SSC)

SEP 1 <i>(info)</i>	SEPT 29
OCT 20	DEC 8
JAN 19	MAR 30
APR 20	MAY 18
LIBRARY 3:00-4:00 pm	

English Learner Advisory Council (ELAC)

OCT 13	DEC 1
FEB 9	MAY 11
CAFETERIA	

Westwood Bell Schedule 2026-2027

PRIMARY GRADES: Monday, Tuesday, Thursday, Friday

KINDERGARTEN		GRADE 1		GRADE 2	
8:15 AM	START	8:15 AM	START	8:15 AM	START
9:55-10:10	RECESS	10:15-10:30	RECESS	10:15-10:30	RECESS
11:30-12:00	EAT	11:50-12:20	EAT	11:55-12:20	EAT
12:05-12:25	PLAY	12:25-12:45	PLAY	12:25-12:45	PLAY
2:11 PM	DISMISSAL	2:11 PM	DISMISSAL	2:11 PM	DISMISSAL

Wednesday/Minimum Day

KINDERGARTEN		GRADE 1		GRADE 2	
8:15 AM	START	8:15 AM	START	8:15 AM	START
9:55-10:10	RECESS	10:15-10:30	RECESS	10:15-10:30	RECESS
11:30-12:00	EAT	11:50-12:20	EAT	11:55-12:20	EAT
12:05-12:25	PLAY	12:25-12:45	PLAY	12:25-12:45	PLAY
1:22 PM	DISMISSAL	1:22 PM	DISMISSAL	1:22 PM	DISMISSAL

UPPER GRADES: Monday, Tuesday, Thursday, Friday

GRADE 3		GRADE 4		GRADE 5	
8:15 AM	START	8:15 AM	START	8:15 AM	START
9:55-10:10	RECESS	9:55-10:10	RECESS	9:55-10:10	RECESS
12:00-12:20	EAT	12:00-12:20	PLAY	12:00-12:20	PLAY
12:00-12:20	PLAY	12:25-12:45	EAT	12:25-12:45	EAT
2:36 PM	DISMISSAL	2:36 PM	DISMISSAL	2:36 PM	DISMISSAL

Wednesday/Minimum Day

GRADE 3		GRADE 4		GRADE 5	
8:15 AM	START	8:15 AM	START	8:15 AM	START
9:55-10:10	RECESS	9:55-10:10	RECESS	9:55-10:10	RECESS
12:00-12:20	EAT	12:00-12:20	PLAY	12:00-12:20	PLAY
12:25-12:45	PLAY	12:25-12:45	EAT	12:25-12:45	EAT
1:22 PM	DISMISSAL	1:22 PM	DISMISSAL	1:22 PM	DISMISSAL

SAI PRESCHOOL		Transitional Kinder Mon-Tues-Thurs-Fri		Transitional Kinder Wednesday/Early Day	
Monday - Friday 180 Days		8:15 AM	START	8:15 AM	START
8:15 AM	START	9:55-10:10	RECESS	9:55-10:10	RECESS
11:45 AM	DISMISSAL	11:30-11:55	EAT	11:30-11:55	EAT
		12:00-12:25	PLAY	12:00-12:25	PLAY
		1:31 PM	DISMISSAL	1:06 PM	DISMISSAL

12 Minimum Days (8:15 AM-1:22 PM)

District Days	12/18/2026	2/26/2027	5/28/2027	6/4/2027	Last day 8:15-12
Site Days	11/20/2026	2/12/2027	4/9/2027		
Conferences	10/5/2026	10/6/2026	10/8/2026	10/9/2026	3/16/2027



Closed Campus

Westwood Elementary is a closed campus. Students are not to leave the school grounds at any time unless signed out in the office by a parent/guardian. When taking your child out of school before the regular dismissal time, please arrange to receive your child at the school office. DO NOT go directly to a classroom. Please sign your child out in the office first.

Contact Information

Every family must complete the annual student information update, which updates all contact information for your child for the current school year. Information in this system is extremely important in an emergency. This information must be kept current throughout the year. We recommend having 2-3 additional contacts who are allowed to pick up your child in the event you are not available. **Please phone the school whenever there is a change in any names, addresses, or phone numbers (home, work or cell phone).** Only adults (over age 18) that are listed on this form can pick up your child from school.

Use of School Telephone

It is school practice to allow students to access the office phone. All arrangements for the day should be made before your child leaves home if at all possible. Students are not allowed to use the phone to make after school play arrangements.

Court Orders, Custody Papers, Restraining Orders

Please inform the school office staff if any custody procedures should be followed. It is important to make court orders available to school staff to ensure correct procedures will be carried out. If we do not have the proper paperwork on file, we are obligated to release students to biological parents, even if they are not listed on the emergency card.

Volunteers

As a Westwood School parent, nothing is more worthy of your time and involvement than the early years of your child's education! This is an invitation to get involved with your school. Your time contribution is greatly appreciated.

If you plan to be on campus for events either in the classroom or on campus a volunteer packet will need to be filled out online. We encourage all adults to fill out a packet as you never know when you will need to be on campus. All volunteer information can be found on our website. A volunteer packet must be filled out per adult. Each year you will need to fill out a new volunteer packet. You will also need to provide a current TB test that is valid for 4 years after the initial test and a valid California ID (driver's license or identification card).

Visitors

If you plan to be on campus, please check in at the front office and retain a visitors badge. All adults on campus will enter campus through the front office. During Arrival and Dismissal adults will wait outside the fenced in area.

Please check in at the front office and retain a visitors sticker or your volunteer badge. All adults on campus will enter through the front office.



Arrivals

Students may not arrive prior to 8:00 am, unless they are eating breakfast (beginning at 7:45am). Parents will accompany students to specified gates upon arrival. Except for the first day of school, parents will not be allowed to wait on campus (inside gates) when they arrive at school. Students will be supervised when the gates open at 8:00am. Students should walk down the hallways to the main playground and “walk and talk” on the blacktop until the bell rings.

- Students in the TK/Kinder playground will wait in their class line until the bell rings at 8:10.
- In grades 1-2, Westwood staff will supervise and direct students to their lines when the bell rings at 8:10am where they will be greeted by their teacher. Students should enter campus through the gates near the cafeteria and/or office.
- In grades 3-5, Westwood staff will supervise and direct students to their classrooms when the bell rings at 8:10am. Students should enter campus through the gates at the Saratoga Ave parking lot.

Students who arrive for breakfast may eat in the cafeteria and/or blue benches. TK and Kinder students will be walked to the kinder yard at the 8:10 bell. All other students will be released to the blacktop area/classrooms at the 8:10 bell. (TK and K parents will be allowed to support their child at breakfast, if desired.)

Dismissal

Parents will wait outside the school gates at dismissal time. Students will be taken to designated dismissal locations. Students are expected to leave school at dismissal time (K-2: 2:11pm, 3-5: 2:36pm). All Students are to be picked up on time at the end of school. Your effort on arriving on time helps keep students safe and it allows teachers to begin their work in planning and professional development.

Parents and siblings waiting for students must wait outside the gated area for older siblings. No students should be in the hallways or play areas after school. Students not picked up on time, will be waiting in the office.

Students in the Extended Day Program or Right at School Program need to go directly to their rooms and check in immediately after school. (If you find yourself not needing after school supervision on a day your child is expected to be there, you must sign your child out from the afterschool program, not from their classroom teacher.)

Appointments and Early Departures

While we discourage missing school for appointments, students may leave during school hours for medical, dental or emergency appointments. We request a note from your doctor verifying the appointment upon returning to school. Parents or guardians picking up students for appointments must check the student out at the school office. No student will be allowed to leave the campus unless he/she has been signed out by an authorized adult who is listed on the emergency card, brings a handwritten note from the parent, or unless the school is in receipt of a scanned/mailed permission slip. Please sign your child back in on the office register upon their return to school.



Walking to / from School

All children crossing at Los Padres/Saratoga must cross at the signal lights or stop signs where an adult crossing guard is on duty. Children must wait for Crossing Guards before crossing. The school has an adult crossing guard at the intersection that is organized through the city of Santa Clara. Our School Safety Patrol will be on duty in the front parking lot before and after school. **PLEASE do NOT cross Saratoga Ave in front of the school.**

Morning Drop-off via Vehicle

Please help us maintain a quick morning drop off system by following the drop-off zone painted in each front parking lot. Please pull all the way forward along the circle for a quick exit. **Always stay in your car.** It helps if children are sitting on the right side of the car for an easy exit from the vehicle. When appropriate our 5th grade Safety Patrol will help open and close vehicle doors to make drop off easier. Please note the red zone in front of the school. **This is not a drop off zone.** Cars stopping, parking, or dropping off in this area may be ticketed. Students arriving at school after the 8:15am bell will be required to check in at the office for a late pass. Please do not drop late students off in the Saratoga Ave parking lot.

Parking Information

We have limited parking in our parking lot due to the large number of staff and programs on site. Please DO NOT park in numbered staff parking spaces. We ask for families to walk to school, or park in the neighborhood to enter campus on foot, or use the drop off zone for dropping off students. **TK and Kinder families are asked to park on Cypress and Bohannon and walk to the kinder area through our side Cypress Gate.**

Parking Lot Drop Off

Thank you for your patience while dropping off your children in the morning. Please help make arrivals easy and safe by following the rules listed below:

- The parking lot is one way only. Please do not back up. Please do not enter through the exit.
- Students must exit and enter the car on the sidewalk side.
- If your student is not ready to exit your car, please park.
- Be respectful and courteous to the Safety Patrol Volunteers.
- Please do not walk in front of moving vehicles.

Please keep your student safe by observing the painted curbs:

Yellow Zone: This zone is to be used only for loading and unloading students. It is to be used for stopping only while your child is getting out of the car. If you need a little more time to find lunches, put on coats, find homework etc., please park in a regular parking spot and walk your child to the safety of the sidewalk.

Red Zone: This zone is a NO PARKING zone.

If we all work together, we will be able to have a safe parking lot for Westwood students. Thank you!



Attendance

Regular attendance is essential for a child's success in school. It is also a requirement established by the State of California State Education Code and Administrative Code, Title V. Some key excerpts from these sources are:

- Students shall attend school punctually and regularly.
- Students shall be required to provide validation of absence for health reasons.
- Students shall remain on school grounds during the entire day unless granted permission to leave by authorized personnel.

If your child is ill the night before a school day, please keep them home for at least 24 hours. If your child's fever is 100+, you MUST keep them home from school until they have been fever-free for 24 hours. (COVID protocol may differ from this).

A note should accompany your child upon return to school. During your child's absence, important work and notes will be gathered and made available to you upon request. Please call the school office before 9:00am the day of your child's absence to request the work. Material will be available for pickup after the regular school day. For more detailed information please visit the SCUSD Student and Parent Information Handbook.

Reporting Absences

Parents should notify the office before 8:15 am each day their child is absent. **Please call the 24 hour attendance line at (408) 423-4305** and provide the following information:

1. Student's name (last name first)
2. Teacher's name and room number
3. Dates of absence
4. Reasons for absence (illness, family emergency, medical appointment, etc)

Tardies

Learning to be punctual is an important personal habit to develop. Students who are late for class miss valuable instruction and unnecessarily interrupt their classes. Children arriving after 8:15am must report to the office for a late pass – this includes Transitional Kindergarten and Kindergarten students.

If students are habitually tardy (unexcused), parents will be notified and required to meet with school staff to remedy the problem. Continued problems will result in referral to the School Attendance Review Board and a possible hearing with the Juvenile Justice Department.

Unexcused Absences and Absences for Vacation

Because regular attendance is essential for a child's success in school, family activities should be scheduled during regularly scheduled school vacations. The Santa Clara Unified School Board has adopted the following guidelines, for purposes of non-attendance, to determine when a student should be dropped from enrollment in a district school.

After multiple unexcused absences a letter of truancy may be sent to families. Chronically absent and/or tardy students and parents will be asked to meet with the teacher and principal. Students who are excessively tardy will be referred to the School Attendance Review Board (SARB). A student who has 10 consecutive days of unexcused absences may be disenrolled from the school. Students disenrolled for this reason may be readmitted back into their school of prior residence if space is available. If no space is available, they will be overloaded to another school in the district.



WILDCATS ARE...	P Peaceful	A Aware	W Wise	S Safe
Outdoor lunch/Blue benches	-Voice Level 2 -Stay seated -Use kind words and faces	-Be aware of your space -Clean up -Keep track of your things	-Eat in a timely manner -Recycle	-Choose your seat, stay in it -Only eat YOUR food - Walk
Indoor Lunch/ Cafeteria	-Voice Level 1 -Say "please" and "thank you" -Hands and feet to self -Use kind words and faces	-Be aware of your space -Clean up -Get everything you need the first time	-Know your lunch ID -Recycle -Make healthy choices	-Raise your hand to get up -Only eat YOUR food - Walk
Playground & Recess	-Share -Play fairly -Talk it out calmly	-Be an upstander -Solve problems with words before asking an adult for help	-Walk to line when the bell rings -Clean up snack and equipment when finished	-Stay in play area -Use equipment appropriately -Report safety problems
Restroom	-Voice level 0 -Respect others privacy	-Leave the bathroom clean -Report problems to an adult	-Use bathroom for intended purpose -Go, flush, wash, leave	-Walk -Keep floor clean and dry
Hallways	-Voice level 0	-Walk in the correct area and make room for others	-Arrive/Return promptly to destination	-Hands to your side -Face forward
Arrival & Dismissal	-Use respectful language	-Follow safety patrol and adult directions -Pay attention to your surroundings	-Promptly go with your pick up person -Use hallways	-Wait in designated areas -Walk bike/scooters
Assemblies	-Voice level 0 -Look to presenter and teacher for directions	-Enter and exit quietly -Whole body listening	-Use appropriate applause	-Sit in your own space -Keep hands and feet to yourself



What are Positive Behavioral Interventions and Supports?

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools and facilities. PBIS was developed from research in behavioral theory and effective instruction. PBIS supports all students through intervention ranging from a site-wide system to a system for developing individualized plans for specific students. Site-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all youth, and improve school climate.

School-Wide Rules:

Be Peaceful, Be Aware, Be Wise, Be Safe (PAWS)

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. Focusing on three simple rules 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 the school through the use of 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 setting according to these simple rules, for example:

1. Thank you class for **Being So Peaceful** by raising your hand to speak, and listening to what everyone else had to say about the activity.
(Peaceful: Treating others with kindness and respect, being a good citizen)
2. Students are **Being Aware** when they get the needed materials out for class.
(Aware: Following the lead of the teacher, class, or other students to make good choices.)
3. You were **Being Very Wise** when you asked your classmate to walk in a straight line in the hallway.
(Wise: Knowing the rules/expectations, and following class/school procedures.)
4. Cleaning up your spills in the cafeteria is an example of **Being Safe** because someone could slip on the spill and get hurt.
(Safe: Thinking about the safety of yourself and others, and making choices to keep us safe.)



Why do we want to recognize expected behavior?

It is not enough just to teach expected behavior, we also need to regularly recognize and reward students for engaging in appropriate behavior. Research has shown that recognizing students for engaging in expected behavior is even more important than catching students breaking the rules. In fact, research on effective teaching has found that teachers should engage in a rate of 4 positive interactions with students to every 1 negative interaction (**4:1 ratio**). As adults, it is very easy to get caught up focusing on catching children engaging in negative behavior. The goal of an acknowledgment system is to increase the number of positive interactions that all adults/school staff have with students.

WAYS WE RECOGNIZE STUDENTS:

	Name	Criterion	Description	AWARDED
Formal: School Wide	Pick of the Pride	-All work/homework completed -Follows behavior expectations in all settings -Teacher selected per Trimester (October, February, May)	-One student from each classroom per trimester -Student eats lunch with Principal -First in line for lunch for one week	-Teachers may select 1 student per trimester. -Students are awarded at the monthly ROAR Meet.
Formal: All Classes	Paw Pride Award	Each teacher may choose to identify within their class the students who are peaceful, aware, wise and safe. (Monthly)	-Students are acknowledged at monthly ROAR Meet -Teachers may choose to have specific rewards or privileges given to the student (i.e. line leader, special seat in class, extra free	-Every student is acknowledged once per year in one of the monthly ROAR Meets.
Daily School Wide	Cat Cash	Following school expectations: P.A.W.S. P - Peaceful A - Aware W - Wise S - Safe (Daily)	-Staff noticing those who are behaving appropriately gives out Cat Cash randomly.	-Students collect Cat Cash and use it to purchase items from the school store offered every other week.

Parents: If your child is being recognized at one of our monthly assemblies, you will be invited to attend. We hope to see you there!



Building Responsibility

At Westwood Elementary, we recognize the responsibility of both school and home to build a pattern for responsible behavior and respect for legitimate authority in each child. It is a disservice to the child not to do so; these are the expectations of the adult world. Rules and procedures at school are developed to protect students and maintain a calm, positive atmosphere.

Classroom Expectations

The classroom teacher will send home a copy of their classroom behavior expectations and consequences. We will review these at Back-to-School Night in August. Please become familiar with these rules and support them with your child.

Physical Violence, Harassment, and Bullying

Students are expected to follow a Hands-Off Policy. This means fighting is unacceptable under any circumstances. Fighting is defined as physical contact, such as hitting, punching, kicking, throwing objects, verbal threats, and tripping. If students violate this rule and are involved in a fight, both parties may be suspended upon investigation by the administration.

Children are injured by words as well as by physical actions. We want Westwood School to be a safe place for all students so they all may learn and succeed. Teasing, taunting, slurs, threats, and all other forms of harassment or bullying will not be tolerated. Students should report incidents to the adult in charge and/or the principal. Anonymous reports can be made through the bully report forms located in the office.

Dress Code

Student dress and/or appearance (including backpacks, binders, and other personal articles) should be safe, neat, clean and appropriate for school attendance. Student dress or appearance should not be disruptive or offensive to the educational environment or process. Any student whose personal actions, hygiene, or dress is offensive, disruptive, overly distracting or dangerous to others or the student themselves, will be sent to the office to call home to coordinate a change.

The final authority for what is appropriate, safe, clean, and non-disruptive shall rest with the school administration. The school administration reserves the authority to establish their own dress and appearance guidelines, which is in compliance with the California Administrative Code, Title 5, Section 301.

In order to secure a positive learning environment, the following items may not be worn to school:

- ☐ Shoes with rollers, high heeled shoes, flip-flops or thongs. Students should wear closed toe shoes for Physical Education class.
- ☐ Baseball hats may be worn at recess and during lunch but not during class time.
- ☐ Halter tops, spaghetti straps, low cut or bare midriff tops.
- ☐ Low-rise pants which allow underwear to show.
- ☐ Short shorts.
- ☐ Clothing similar to gang attire
- ☐ Shirts depicting any drug, alcohol, violence or inappropriate slogan/words or sign.
- ☐ Make-up



Playground Rules

Follow our PAWS. Games should be friendly and not include pushing, shoving, fighting (including play fighting), chasing, name calling, or tackling.

HOW TO USE THE PLAY STRUCTURES:

1. Be AWARE of others! Running games (especially tag) are for the grass and blacktop, not the play structure.
2. Ladder - up only.
3. Slide - Get in line at the ladder. Down only, one at a time, sitting position.
4. Monkey Bars - For swinging only; in one direction.
5. Exit play structure from stairs or slides only - no jumping off the equipment.
6. Take turns - get in line.
7. Equipment stays OUT of the play structure area.

HOW TO USE THE BLACKTOP:

1. Running on the grass and blacktop ONLY. Be aware of games.
2. Throwing and catching games permitted only on the lawn or in a defined court, i.e. basketball court, volleyball court, 4-square court.
3. Kicking a ball is allowed on the lawn only.
4. No playing, running or waiting between buildings or in restrooms.

HOW TO USE THE LAWN AREA:

1. Running on the grass and blacktop ONLY. Be aware of games.
2. Carry all equipment to designated areas.
3. Throwing and catching games permitted only on the lawn or in a defined court, i.e. basketball court, volleyball court, 4-square court.
4. Kicking a ball is allowed on the lawn only.
5. Stay on school grounds. The trees are for looking at. They are NOT a part of our play area.
6. Play on the lawn only when it is dry (check with the yard duty).

WHEN RECESS IS OVER:

At the bell or signal from teacher/yard duty, stop what you are doing, gather your items and equipment, and WALK to your number line. First grade will gather at number grid, Hold all equipment—the person who got it out is the person who holds it and returns it to the ball cart.

Items Not Allowed at School

To ensure a successful learning environment, some items are not allowed at school without prior teacher approval. These include:

- Toys, playing cards, water pistols, balloons, noise makers, and other small objects.
- Tape recorders, radios, game systems and other electronics.
 - Phones and iWatches must follow the SCUSD personal device policy and are not permitted to be on or accessible during school hours.
- Athletic equipment (without prior permission from the classroom teacher)..
- Gum or candy of any kind.
- Live animals (without prior permission from the classroom teacher).

To maintain a positive, safe, and healthy environment, district policy forbids bringing to school weapons of any kind. This includes any type of knife and all toy guns. This also includes firecrackers, knives, rubber bands, matches, and anything else used in an unsafe manner. These items will be confiscated and a parent meeting will be held.

Students must take care of any personal items, including money brought to school. The school cannot be responsible for the loss of personal items.



Progressive Discipline

Westwood uses a three-level system to support student behavior. Teachers handle minor issues, such as disruptions or off-task behavior, directly in the classroom. They use supportive strategies like reminders, seat changes, or brief student conferences (redirect) to help children refocus and succeed.

LEVEL 1: Redirect Teacher or other staff member will ask the student to do the appropriate thing by giving them the desired behavior as an example.

LEVEL 2: MINOR/Refocus If inappropriate behavior continues, students will be refocused by a staff member, using our "PAWS and Reflect" form. Students are asked the following questions:

- What did you do that was not appropriate?
- How can you improve? What can you do differently next time?
- How can you make up for the harm that was caused/fix the problem?

The refocus is used to teach our children that when they make a mistake, they can correct their behavior by thinking through the appropriate way to handle the problem, then to fix the problem by making amends or apologies. Any staff member can support a student in refocusing. Parents may or may not be contacted regarding this behavior, depending on the severity and frequency.

Students needing to refocus during recess time (repeated reminders to follow expectations) can be redirected to the "recess break space", a supervised area with calmer activities for all students to engage in with more opportunity to show their PAWS.

LEVEL: 3: More serious behaviors, such as bullying, aggression, or repeated defiance, are handled by school administration. These situations involve an office referral and may lead to formal support, restorative conversations, or other consequences, ensuring a safe and consistent learning environment for all students. If a child gets a second or third refocus in a week, they may be referred to the office for support.

MAJOR/Westwood Referral Slip: Any serious offense or repeated misbehavior will result in an office referral. Parents will be contacted and consequences will be in accordance with school and district policy.

Grounds for Suspension

Major infractions are in direct violation of the Education Code (EC48900 a-h) and will not be tolerated. These include:

- Theft and/or damage to the school or private property.
- Unprovoked actual or threatened physical injury to another person.
- Possession of dangerous weapons or objects.
- Unlawful possession or use of alcoholic beverages or tobacco on school premises.
- Persistent willful defiance of school personnel.
- Sexual or verbal harassment or gestures.
- Use of unacceptable language or racial expressions.

Students are subject to suspension and possible expulsion for committing any of these offenses.



SCUSD Policy: Use of Mobile Communication Devices

The SCUSD Governing Board recognizes that the use of smartphones and other mobile communication devices on campus can cause disruption to the educational environment at school, and can be detrimental to positive student social interaction and well being.

“Mobile communication device” means any portable electronic device capable of transmitting or receiving data in the form of a voice, text message, or capable of accessing the internet. This includes, but not limited to, cell phones, smartphones, smart watches, smart glasses, tablets, laptops, pagers, camera phones, personal digital assistants, headphones, earbuds, and other like devices that are the personal property of the student or family. The Board permits limited use of mobile communication devices on campus in specific circumstances, in accordance with the law and board policy. From the first bell to the last bell of the school’s instructional day, Mobile communication devices shall be turned off or placed in Do Not Disturb mode, locked in a site-designated, district-provided pouch or container, and stored out of sight, except when made visible for inspection by a staff member. Devices stored in a locked pouch are stored out of sight and remain in the physical possession of the student. This requirement shall be enforced during school-sponsored activities that may occur off campus or after instructional hours, such as field trips or rallies, as identified by the school. For more information, please refer to the full board policy and accompanying administrative regulation.

- Mobile devices, airpods/earbuds, and smart watches are highly discouraged at all elementary schools. They should be kept at home.
- For students whose parents wish them to carry a mobile device to campus, parents will fill out a request/permission form with the school office. Students will be issued a Yondr pouch and follow our mobile device policy, including no access during the school day.
- If a phone or other device is seen outside of a Yondr Pouch during the school day, the student should be escorted to the office and turn in the devices, which will be held for parent pick up. A second violation of the policy requires a student & parent/guardian meeting for device pick up.
- **Westwood School is not responsible for lost/stolen cell phones.**

Student Privacy - photo, video, and social media

School Events: Please respect the privacy of our students and their families while on campus and do not photograph or video students without first asking. Please DO NOT post a student who is not your own on social media. If another student is unintentionally in the photo, ensure they are blocked or blurred out.

Volunteering on campus: Our campus is a “mobile device-free” learning environment during school hours. To respect the privacy of students, in your volunteer capacity, please do not take photos or videos during your volunteer time on campus or post on your own social media.



Safety Patrol

Fifth grade students on the Westwood Safety Patrol guard two parking lot areas at our school. **Students and Adults** are expected to obey the directions of our Safety Patrol. Please notify the school if you observe problems occurring. Cars must follow the directions of the Safety Patrol.

Bicycles and Bicycle Safety

All students riding bicycles to and from school must:

1. Know and follow basic safety rules.
2. Wear bicycle helmets as required by state law.
3. Lock their bicycles while at school.
4. Walk their bicycles on and off the school campus.

Please Note:

- All other rolling equipment such as skateboards, scooters, “wheelies”, or roller blades may not be ridden on campus. Students must walk and carry their equipment on and off campus.
- The school is not responsible for theft or vandalism.
- Students may not operate motorized scooters on or around the school campus during or after school.

Police On Campus

Please understand that police are often on our campus for various reasons. They could be here for assemblies, child protective issues, class visits, traffic control, etc. Please do not be alarmed. If at any point the school is in danger, we will absolutely take the necessary actions and you will be informed at the appropriate time. Please rest assured that our students' safety is our top priority!

Comprehensive Safety Plan/Disaster Plan

Throughout the year, students and staff drill on fire, earthquake and active shooter procedures, including:

- Method for exiting the buildings in case of emergency.
- What to do in case of an earthquake, fire or active shooter.
- Assigned duties for all staff.
- Emergency equipment is available.

Westwood Elementary procedures are clearly outlined in the schools Comprehensive Safety Plan. All school staff receive an updated copy of the plan on a yearly basis. Parents are welcome to review the school plan.

IN THE EVENT OF A MAJOR DISASTER:

- No student will be dismissed from school unless a parent, or an individual designated by the parent, comes for them.
- No child will be allowed to leave with another person, even a relative or baby-sitter, unless the school has written permission to that effect, or the person is listed on the student's Emergency Contact form.
- All parents, or designated parties, who come for students must show ID and sign the student out at the office or at the temporary Student Release Station. Signs will be posted if this alternate location is required.
- We are prepared to care for your children in critical situations. If you are not able to reach the school, we will care for your child here. We have a number of people with First Aid certificates, and we will be in communication with various local emergency services.

We ask for your help in the following areas:

In the event of a major disaster, please do not call the school. We must have lines open for emergency calls. Following an earthquake or other emergency do not immediately drive to the school. Streets and access to our school may be cluttered with debris. We suggest you walk to school.



Food Service Program

Westwood Elementary serves breakfast and lunch daily. For the 2026-27 School year, all students continue to eat for free. To help continue to make this program available, we do ask for families that would have traditionally qualified for free or reduced lunches to still register at www.schoolcafe.com. Each year, you must re-apply and only one application per family needs to be completed. (This application also helps identify families eligible for our free Extended Opportunity Learning Programs - ELOP - after school programs.) Questions concerning the food service program should be addressed to the Child Nutrition Department.

Breakfast, Snacks and Lunch Time

- A light breakfast consisting of orange juice or fruit, cereal or bread, and milk is served daily beginning at 7:45 am. Students may bring a healthy snack to be eaten at first recess.
- Please be sure that all lunches brought from home are clearly marked with your child's name and room number. This includes all lunch boxes, bags and containers. Please avoid sending glass or other breakable containers to school.
- Please do not send food that must be heated by microwave, as this is not available for students.
- Lunches, snacks, and water bottles brought to school once the day has started must be brought to the school office. **Lunches may not be delivered to the classroom.** Lunches dropped off must be marked with the child's name and room number. Please inform your child before you drop them at school that their lunch will be waiting in the office. *Please keep this to a minimum as it disrupts the lunch routine.*
- All students need a healthy and nutritious lunch to do their best in school. Skipping lunch is not a healthy practice for children.

Treats/Healthy Snacks

Food and beverages that are commonly considered unhealthy will not be permitted to be sold or served on campus during school hours. The easiest way to think about this is no candy, cookies, cupcakes or carbonated beverages. For your child's protection, we do not permit homemade foods to be distributed at school.

In keeping with the Board Policy, when students share special events, such as birthdays, with the entire class we encourage parents to bring:

- Non-food items, such as pencils, unique erasers, or arrange for music or storytelling.
- If food is brought to class for a holiday or end of year celebration, we encourage that they all be healthy food items from the list below. (Please no treats for birthday celebrations - see page 25)

It is important to arrange all classroom celebrations with the classroom teacher ahead of time.

Here is a suggestion of healthy snacks to pack for students and serve at classroom parties:

Fresh/Dried fruits	Lo-fat Yogurt	Graham Crackers
Cheese & Crackers	Popcorn	Juice Bars
Healthy Pizza	Granola bars	Pretzels
Veggies & Low-fat Dip	Fruit Bars	Fruit Juices/Water/Milk
Rice Cakes	Sugar Free Popsicles	



Student Health

School health services strengthen the educational process by protecting and improving the health status of students and staff. The program focuses on the prevention of illness and disability through early detection and correction of health problems, and the identification and assistance in removing health related barriers to learning.

A credentialed Nurse is generally scheduled on campus one day per week, and is available to staff at all times for consultation and emergencies. A Health Assistant is available daily from 7:45am-1:00pm to provide first aid, illness tracking, medication, and student/clerical support.

Student Illness

Students who become ill in class will be sent to the office to be cared for by the health assistant or a member of the office staff. It is essential that the Emergency Release form be kept up to date with contact information and all health issues.

If a student has been ill, he/she should not return to school until his/her temperature is normal (without medication) and there has been no vomiting or diarrhea for 24 hours.

If a student must be out of school for an extended period (over 3 days) for health reasons, the parent/guardian must obtain documentation of the illness from a healthcare provider.

Medications Taken At School

Any student who must take medications (prescription or over the counter) during school hours may be assisted by school staff provided there is:

1. A written prescription from the California licensed health care provider detailing the name of the medication, dosage, time to be given, frequency, route and duration
2. Written parental request and permission for student to receive the medication as prescribed (EC 49423).

Medication Authorization Forms are available from the school office and must be renewed annually. Medications must be supplied in the original container. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit a written statement of instruction from their health care provider that includes a statement that the student is able to self-administer such medication, and a statement from the parent consenting to the self-administration, as well as a release (EC 49414, 49414.5, 49423, 49423.1, 49480; ne).

School Nurse

The school nurse is available at Westwood on a limited basis. The nurse's major tasks will be vision and hearing screening, emergency care, health status determination, and health instruction.

School nurses are not permitted to practice medicine. Please DO NOT send a sick child to school for the nurse to examine. Students in kindergarten, second and fifth grades are given vision and hearing tests. You will be notified only if there is a concern.



Maintaining a Safe School Environment with Direct Communication

At Westwood School, we believe that education is important and we maintain an environment that is safe, free of distraction, and supportive of learning. Each child is expected to behave appropriately in all school settings and activities, and accept responsibility for his/her actions and the consequences of those actions.

Parents and staff share the responsibility for maintaining and supporting the school's behavioral objectives and working together to correct problems that arise.

Parents are encouraged to speak with the classroom teacher first before going to the principal. The teachers and principal are in constant communication and will work together with parents to resolve situations.

Home & School Communication

We have many ways to keep parents informed of events and activities at Westwood Elementary School:

- **Wednesday Envelope**

Each Wednesday, teachers will send home an envelope with your children's work, important flyers and school information. Please take time to go through the envelope, **sign the envelope and return** the empty envelope on Thursday. If you need to speak with your child's teacher, you can send notes to your teacher through this envelope. Signing the envelope indicates that you have read and understood all communications in the envelope.

- **Parent Square and Website**

We also utilize Parent Square for important communication of school information and/or updates and direct communication with your child's classroom and teacher. Please be sure to advise us of any change to your email address and **always review messages sent via text, email, or phone from Parent Square**. You can visit our school website: westwood.santaclarausd.org for calendar updates.

- **School Sign (marquee updated weekly)**

Also, check the sign board on Saratoga Avenue for upcoming events!

- **ROAR Report and PTA Newsletter**

The ROAR Report is a monthly newsletter (third Wednesday of the month) highlighting general and classroom news, a message from the principal, and updated calendar events. This is sent via Parent Square once a month. Please check the newsletter for any changes or additions to the school calendar.

Student Progress

Westwood desires to communicate clearly to parents the progress of their children in the areas of academic achievement and social development. Avenues of communication are:

- **Parent/Teacher Conferences:** In the fall, conferences are scheduled with all parents. In the spring, conferences are scheduled as needed.
- **Report Cards:** These are objective, written evaluations given three times per year. In November, March and June, you will be given these formal evaluations for your children. Please contact your child's teacher for interim progress reports.
- **IEP Progress Reports:** Progress reports are sent home each trimester at the end of the grading period.

Parents should stay in regular contact with their child's teacher regarding any concerns. The teachers and principal monitor students progress on an ongoing basis. A problem solving team meets regularly to guide teachers who are working with all learning levels. If you have concerns about your child, please contact your child's teacher.



Back to School Night

TK/Kindergarten: First day of School, August 10th - We invite you to learn a little about Westwood School with other TK/K families in the cafeteria from 8:30-9:00. Then, you will be invited into your child's classroom to learn classroom procedures, programs and policies, and plans for the year room from your child's teacher while your students learn about the playground!.

Grade 1-5: Back to School Night for 1st-5th grades will be held Tuesday, August 18th from 6:00-6:30 (grade 1-2) and 6:30-7:00 (grade 3-5). A flier will be sent home with the evening's details.

Conferences

All parents are expected to attend Goal Setting Conferences - October 5-9. Students will be dismissed at 1:22 pm on conference days. During the conference, parents and the teacher will discuss goals for the year for each child, and will examine each child's areas of strengths and areas for growth as a learner. First Trimester report cards will go home in November. During the rest of the year, teachers will arrange conferences as they deem necessary or at the request of a parent. Please do not hesitate to contact your child's teacher if you have a concern about your child's progress.

Open House

Open House is Tuesday, April 27, 2027. Classrooms will be open from 6:00-7:00 pm. This is meant to be an opportunity for parents to view a "day in the life" of their child at school. Classrooms may display art and classwork they are currently working on, or may have projects they have completed throughout the year. Family and friends are invited to visit all classrooms at school.

Playgrounds will be closed during this event. All students must remain with their families during the entire Open House event.

Helping At Home

The Westwood School Staff recognizes the importance of a positive relationship between students' home and the school. Parents, teachers, and students each have responsibilities, which contribute toward building a community of learners. As parents, you help when you:

1. Send your child to school with a positive attitude toward learning and school personnel.
2. Are interested and informed about your child's progress in school.
3. Provide a quiet place for your child to do homework
4. Review your child's work and report cards
5. Participate in teacher conferences
6. Attend special programs and functions which are presented by the school for parents and the community.
7. Cooperate with the school in maintaining standards of good behavior (Role Model)
8. Follow suggestions for improvement recommended by the school.

Ways to get Involved

- **School Site Council (SSC)**

SSC is composed of parents and school staff members. It advises the school on the planning, implementation, and evaluation of the school plan. Council meetings are held 5 times per year, and are open to the public. Agendas are posted through Parent Square and in the front office.

- **Parent Teacher Association (PTA)**

General PTA meetings are held 3 times per year and are open to the public. The PTA board members meet monthly. Membership to Westwood Elementary PTA is \$11 per person.



Westwood PTA

Westwood has a dedicated Parent Teacher Association. We encourage parent involvement and enthusiastically welcome ideas that will enrich and improve our children's learning environment or the PTA bulletin board. The PTA organizes many fun and lively community events throughout the school year and NEEDS YOU to help!

PTA Board meetings are held on the first Tuesday of each month at 6:30 pm in the library. ***All parents are always welcome and encouraged to attend.*** Agendas, dates/times and minutes of the general PTA meetings (3 times per year) will be posted on the PTA bulletin board. Notices will also come in the PTA and school newsletter.

Open communication with the PTA Board is highly encouraged. PTA has a box in the workroom of the office for written communications, or you may email them directly: westwoodptasc@gmail.com.

Student Activities

Safety Patrol

Providing a positive, safe environment is our number one goal at Westwood School. Our 5th grade teachers maintain a School Safety Patrol to direct traffic in the parking lots. This is a school leadership program and we request that you be respectful and patient at all times to these upper grade students. There will be times that they ask you to move your car up in line before your students are dismissed for the day, to allow for smoother traffic flow. Please work with them as they strive to carry out their duties. They are working along with the Santa Clara Police Department and have been trained by a SCPD officer. The City of Santa Clara provides us with a professional crossing guard at the intersection of Los Padres Ave. & Saratoga Ave.

Please remember our Safety Patrol students are here to help.

Please treat them with courtesy.

Student Council

The Westwood Student Council includes four elected officers and representatives from each classroom in grades 4 and 5. One of Westwood School's goals is to foster responsible student leadership. Through positive student involvement in decision making, the student council provides not only valuable experience in leadership training, but also a means by which the student body may maintain and coordinate pride, spirit, and purpose in their school. The student council's goal is to improve the school by working on positive projects. The council provides a forum for student ideas/concerns. It also organizes and supports activities for students, school and community.



Homework Guidelines

Homework is designed to extend and reinforce classroom learning, develop sound work and study habits, and assist students in becoming self-directed. Appropriate homework assignments include practice, enrichment activities, research or individual study projects, reading in preparation for class, reading to increase comprehension and a love of reading, writing, and review for tests.

District policy establishes the following guideline per grade level for homework not to exceed the following:

Kindergarten—10 minutes, 2 days per week

First Grade—10-20 minutes, 2-3 days per week

Second Grade –10-20 minutes, 3-4 days per week

Third Grade—15-25 minutes, 3-4 days per week

Fourth Grade – 30-40 minutes, 4 days per week

Fifth Grade—30-50 minutes, 4 days per week

In addition, every child should read or be read to for 20 to 30 minutes every night.

Please provide a quiet study area for your child, and review and sign homework when necessary. Please talk to the teacher for suggestions/modifications if homework is causing concerns at home. Homework is an important part of the educational process.

Lost and Found

Clothing that has been lost is hung on the hooks in front of the library (Rooms 1-2).

Small items are usually turned in to the office. Please have your child check the appropriate places to locate missing belongings. **Please label all clothing with your child's name.** Periodically, unclaimed clothes will be donated to charity.

Birthday Recognition and Treats

We recognize the importance of celebrating birthdays, yet also respect the fact that some parents choose only to celebrate at home and others do not celebrate due to religious reasons. We wish to prioritize class time for instruction, therefore are providing some guidelines for birthday recognition. Your child's birthday is important to us. Each child will be recognized and be made to feel special by the classroom teacher, unless you request otherwise.

Sending in food treats for the classroom is not permitted at Westwood. We have many student allergies and dietary needs, as well as different religious, cultural, and socio-economic backgrounds. You may donate a book or game to the classroom or school library in lieu of birthday food treats. You may also send in a simple classroom item (special pencils, etc.) in place of food.



Chromebooks

All new students are assigned a 1:1 device (chromebook) during the first week of school. Students should bring their chromebooks to and from school each day, fully charged. Students have daily chromebook use in the form of classwork, assessments, and/or educational apps to support reading, writing, and math.

Library

All students at Westwood enjoy a weekly (primary grades) or every over week (fourth and fifth grade) scheduled library period. This is a time to develop library skills, and check out books. Students should take care of their books so others can enjoy them as well. Lost and damaged books are charged to the student's family. Please help your child to remember to bring his/her books back to school to avoid overdue books. In addition, the library is available for students and staff as a resource center for the classroom programs.

Field Trips

A wide variety of field trips to enhance and expand the curriculum are planned for all grade levels at Westwood. These trips are sponsored by our PTA, individual parents, teacher grants and friends of Westwood School. Parent participation is welcome and often essential. Please consider becoming a cleared volunteer in order to attend as a chaperone.

Class Size and Placement

Every effort is made to place students in a classroom environment where the student will be successful. In making placement decisions, teachers and the principal consider a wide range of information relative to student needs and class makeup. While we cannot honor requests for specific teachers, we will consider any input you may have on your students' learning environment.

After School Program

SCUSD Expand programs (afterschool) provide a safe, engaging, and nurturing environment where students can continue learning, explore their interests, and build supportive connections beyond the school day. The programs focus on enrichment activities to build on the learning from the school day and social-emotional growth to build confidence and resilience.

Please visit SCUSD website for more detailed information on SCUSD afterschool programs: <https://www.santaclarausd.org/families/scusd-expand>



Together we can make a difference

PTA Membership

Participation

Join the PTA
We need your voice!



Westwood Elementary School students and teachers need our support. Becoming a PTA Member gives a bigger voice in supporting our school. By joining our PTA we are able to provide support to our school, host community events, support classrooms, fund field trips and importantly advocate for the entire Westwood Elementary School. Our PTA is looking for more members including parents, teachers and family members.

**Did you know PTA
helps with...**

CLASSROOM SUPPORT
SCHOOL EVENTS
VOLUNTEERING
FUNDRAISING
PROGRAMS
ADVOCATES

Contact us!

president@westwoodpta.com

**Instagram & Facebook:
@westwoodpta**



Online
membership
form!



<https://westwood.ptboard.com>



Ways to Get Involved with Westwood PTA

Please mark any areas where you can share your time or talent to support Westwood!

PTA Programs & Events:

- | | |
|--|---|
| ☐ Garden to Table Program | ☐ Stories Under The Stars (Jan) |
| ☐ Project Cornerstone | ☐ Bring Your Family To School Week (Feb) |
| ☐ Reflections Art Program (Aug-Sep) | ☐ Game Night (Mar) |
| ☐ Fall Festival (Sep-Oct) | ☐ Neurodiversity Awareness (Apr) |
| ☐ Red Ribbon Week (Oct) | ☐ Science Enrichment (Apr) |
| ☐ Book Swap (Dec) | ☐ MultiCultural Festival (Apr) |
| ☐ Cozy Night In (Dec) | ☐ Staff Appreciation Week (May) |

PTA Fundraisers:

- | | |
|---|---|
| ☐ Silent Auction (Sep-Oct) | ☐ Spring Fundraiser (Mar) |
| ☐ Fall Fundraiser (Nov) | ☐ Dining For Dollars (monthly) |
| ☐ Scholastic Book Fair (Feb) | ☐ Spirit Gear |

Share Your Time & Talents:

- | | |
|--|--|
| ☐ Audio/Electrical | ☐ Graphic Design |
| ☐ Building/Assembling | ☐ Haunted House |
| ☐ Bulletin Board | ☐ Hospitality |
| ☐ Communications | ☐ Organization |
| ☐ Copying | ☐ Room Parent Coordinator |
| ☐ Event Planning | ☐ Photography/Videography |
| ☐ Excel/Google Sheets | ☐ Yearbook |
| ☐ Fundraising | ☐ Website |
| ☐ Grant Writing | ☐ Other _____ |

Name: _____ Phone: _____

Email: _____

Student Grade(s): _____

Please return the completed form to the office or email to president@westwoodpta.com

At home “PAWS” Activity

WILDCATS ARE...	At home			
P Peaceful				
A Aware				
W Wise				
S Safe				

We have included this blank PAWS Matrix for your use at home.

We are encouraging all families to discuss the meaning of “peaceful, aware, wise, and safe” at home as it pertains to ALL areas of our lives, not just school!

Some examples:

I am Peaceful...at home...when I get along with my siblings.

I am Aware...with my baseball team...when I stay with my team in the dugout.

I am Wise...with my homework...when I set aside a specific time and place to work.

I am Safe...at my daycare...when I clean up my personal space.