Westwood Elementary Handbook

Westwood Dolphins are
RESPECTFUL, RESPONSIBLE and SAFE!

LODI
UNIFIED SCHOOL DISTRICT

Westwood Dolphins are Respectful, Responsible, and Safe

0 = silent 1 = whisper 2 = talking	RESPECTFUL	RESPONSIBLE	SAFE
Common Areas Voice Level: 1	Allow other classes to learn without distractions. Hold the door open for the people behind you.	Politely remind others to follow rules. Walk with a purpose. Have a hall pass during class times.	Line Checks- hands by side, feet together, face forward, and voices off. Look where you are going. Walk forward.
Arrival and Dismissal Voice Level: 2	Use kind words and actions. Wait your turn. Follow adult directions.	Arrive on time between 7:55-8:25. Leave on time at 2:30. If you are not picked up on time, wait quietly outside the office.	Use sidewalks and crosswalks. Wait with your teacher. Do NOT go into the street without an adult.
Cafeteria Voice Level: 1	Wait for staff to bring you in. Wait your turn. Say “please” and “thank you” Follow staff directions the first time given. Finish your food at the table.	Wait in a single file line. Throw away all garbage (even if it doesn’t belong to you). Wait to be excused. Always keep personal belongings to yourself.	Keep hands and feet to yourself. Sit properly. Walk at all times. Eat your own food.
Office Voice Level: 0	State your purpose politely Ask permission to use the phone. Wait quietly.	Clean up after yourself. Take your belongings with you.	Keep hands, feet, and objects to yourself. Use tables and chairs appropriately.
Bathroom Voice Level: 2	Knock on the stall door. Give people privacy. Put paper towels in garbage only.	Flush toilet after use. Return to the classroom promptly. Use the restroom at recess & lunch.	Keep feet on the floor. Keep water in the sink. Wash your hands.
Library Voice Level: 0	Return materials on time. No food or drinks.	Use the shelf marker correctly. Return materials to the proper place.	Keep hands, feet, and objects to yourself. Use chairs and tables appropriately.
Playground / Recess Voice Level: 2	Play fairly. Include everyone. Use words to solve problems. Keep bark on the ground at all times. Follow staff directions the first time given.	Only leave the playground area with a note. Use playground equipment properly and return it to the proper place. Eat healthy snacks in designated areas. When the bell rings, walk to your line and hold equipment.	Keep your hands, feet, and objects to yourself. Get adult help. Walk on the blacktop and in the bark box. Stay within designated boundaries.
Classroom Voice Level: 0,1,2	Pay attention to your teacher and classmates. Follow instructions. Use kind words and actions. Participate and raise your hand to speak. Sit up straight and face the speaker.	Rule 1l: Follow the classroom protocols and stay organized. Complete your work. Be ready to learn and try your best. Stay on task.	Use classroom materials appropriately. Walk at all times. Keep hands, feet and objects to yourself.

RECOGNIZING STUDENTS – Dynamic Dolphin Ticket

The purpose of awarding Dynamic Dolphin Ticket is to encourage and reward positive school behavior. It is meant to encourage our entire community to think about and talk about positive behaviors and actions.

When a student has demonstrated being *Responsible, Respectful* or *Safe* he/she can earn a Dynamic Dolphin Ticket (s). A Westwood team member will fill out the card by:

- Checking one of the Westwood core values: Respectful / Responsible / Safe
- Filling in the student's first name, last name, and room number
- Signing the card

Students can use the Dynamic Dolphin Tickets:

1. Purchase items or privileges from teachers in the classroom
2. Purchase items from Dolphin Student Store
   - (Tuesday Lunches for 1st, 3rd, 5th – Thursday Lunches for 2nd, 4th, 6th)
3. Place in drop box in cafeteria for a chance to win a prize on Fridays

THE ARCADE GAME ROOM

Dolphin Arcade Game Room:

Monthly by grade level

How to Get to the Dolphin Arcade Game Room:

- Students can be selected per teacher for overall effort in being *Responsible, Respectful and Safe (Effort/Most Improved).*

STUDENT DISCIPLINE

Reteaching Appropriate Behaviors:

The first step when students do not meet school-wide and classroom expectations will be for school staff to reteach appropriate student expectations. Students will be encouraged to think about the outcomes of their choices and to reflect on how to choose the appropriate behavior when a similar situation occurs in the future. This might look like informal or verbal warnings from school staff.

Classroom Behavior Notes:

After reteaching student expectations, some students will continue to make inappropriate choices. Students that continue to make poor choices might be given a "Classroom Behavior Slip" by a staff member. These behavior slips are a tool for communication with both the student, parent, and staff member giving out the slip. When a slip is filled out by a staff member, a pink copy of this slip will go home for parents to discuss with their student and to send back signed to the teacher. Just like the school staff, the focus is to go back over what the appropriate student expectations are and to reteach behaviors that are appropriate.

Office Referral:

When inappropriate behaviors continue beyond reteaching, informal warnings, and classroom behavior slips, intervention from the principal or vice principal will be referred to the office using an online AERIES discipline referral. This is meant to be a last resort for most behaviors, but some actions (such as fighting, physical violence, threats of violence, etc…) will require office action as soon as possible. When this occurs, teachers will refer students to the office using AERIES and then wait for the student to be retrieved by principal, vice principal, or another administrative designee. If a student receives this kind of referral, the office will make an attempt to contact a parent or guardian regarding the inappropriate behavior and any consequences that come from it. Teachers will also be notified of any outcomes in a timely manner.

Westwood Dolphins are RESPECTFUL, RESPONSIBLE, and SAFE
Westwood's Essential 20

RESPECTFUL	RESPONSIBLE	SAFE
Rule 2: Make eye contact when someone is speaking. Rule 3: Congratulate the winner or when someone does something well, if you lose do not show anger. Rule 4: Respect other students' comments, opinions, and ideas. Rule 5: Do not show disrespect with gestures. Rule 7: Always say thank you when given something, do not insult the gift or the giver. Rule 8: Answer all written questions with a complete sentence. Rule 9: Do not ask for a reward. Rule 10: When a substitute is present, all class rules still apply. Rule 13: Hold the door for people rather than letting it close on them. Rule 14: During an assembly, do not speak or call out to friends. Rule 19: Take off your hat or hood when inside a building.	Rule 1: Be the best person you can be. Rule 6: Keep yourself and others clean, cover your mouth when you sneeze or cough, keep the restroom clean. Rule 11: Follow the classroom protocols and stay organized. Rule 12: Always be responsible for your own trash, pick up something if you are close to it and keep the cafeteria clean. Rule 16: If anyone is bullying you, tell an adult. Rule 17: Learn from your mistakes and move on. Rule 18: No matter the circumstances, always be honest.	Rule 15: When in line, keep your arms at your side, move quietly, and never cut the line. Rule 20: Take all schoolwide drills and safety measures seriously.

Other Important Westwood Policies

Cell Phones

***Lodi Unified School District Board Policy 5131* states:**

> *Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time. Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health.*

Students at Westwood Elementary are to keep their cell phones off and in their backpacks during school hours unless they are given permission otherwise by an adult on campus. At no point is Westwood Elementary school liable for any damage to a student's cell phone.

Westwood has a three-strike policy when it comes to cell phones. If a student has their phone out of their backpack, on their person, or is using their cell phone during school hours without permission, then:

For a first offense:

- Students will be given a warning and be asked to put it away

For a second offense:

- Students will be asked to take their phone to the office where a parent or guardian will be asked to come and pick it up.

For a third offense:

- Students will no longer be permitted to have their cell phone on campus.

Chromebooks

Each student at Westwood has a Chromebook that is assigned to them and should be handled appropriately. Each family has an opportunity to purchase a Chromebook Care Plan (CCP) to minimize costs for damages to or replacements of Chromebooks. Any damages or replacements will be assessed and then appropriately charged to student accounts by the Library Media Assistant. Westwood will communicate any charges to families on a monthly basis, and all charges for the current school year should be paid by the end of the school year and no later than May 1 of that school year. Charges follow a student within the district from school to school, and students who do not pay charges by the end of the 12th grade may not be able to participate in senior activities and they may not receive their diplomas.

Social Media

Westwood Elementary supports the use of social media for healthy interaction among students and others. Westwood Elementary does not allow impersonation or the use of its name and/or mascot in social media accounts without prior consent. Accounts using Westwood's name and/or mascot without permission will be immediately reported for banning, and students found to be responsible will be disciplined.

Westwood Elementary supports the use of social media in order to build up others and to share stories. Westwood Elementary does not allow its students to use social media as a platform for bullying. *California Education Code 48900(r)* states that students may be suspended for acts of bullying whether in-person or through electronic means (text messages, videos, social media, etc…). Students found to be involved in bullying behaviors on social media will be disciplined.

Schoolwide Activities and Student Discipline

As part of our school-wide Positive Behavior Interventions and Supports (PBIS) Incentive System, we reward, acknowledge and celebrate students' behavior/academic achievements numerous ways. Students at Westwood can earn but are not limited to the following:

- Dolphin Arcade Room
- Extra Recess
- Fun Fridays
- Classroom Parties
- After School Activities (Movie Nights, Fall Festival, Parent Nights, Turkey Trot, etc...)
- Assemblies
- Lunch on the Lawn
- 6th Grade Promotion
- STEAM Night
- Field Day
- …or other activities as determined by the teacher and administration

We want to make sure both students and parents/guardians are aware of our behavior expectations. Being able to participate in the activities listed above is a privilege, which may be revoked if students receive either or both of the following disciplinary actions in the current quarter/term:

- ★ On Campus Intervention (OCI)
- ★ Out of School Suspension

At the beginning of the school year, this information will be sent home to parents and we will ask all families to sign and return acknowledging that they have received this information.

Hats / Hoods

Westwood students are to remove hats and hoods while inside of indoor spaces (the classroom, lunchroom, office, etc…) unless they are given permission to wear their hat or hood by a staff member. They may wear hats with the bill forward and hoods outdoors at any time.

Footwear for Physical Activity and Physical Education

Tennis shoes or similarly-styled athletic footwear are required to support safety during physical activity times (such as recess) and physical education (PE) instruction. Crocs, sandals, slippers, open-toed shoes, or open-heeled shoes are not permitted for PE instruction or during active play at recess. Students wearing unsafe footwear during PE may be asked to call home for a change of shoes, may be asked to sit out activities, and they may lose participation points in PE as a result of any missed instruction. Students wearing unsafe footwear during recess times will be asked to choose less active activities and/or be asked to call home for a change of shoes.

Food for School Functions

Food items provided for students for any school function during the school day may not be prepared in home kitchens. Parents who wish to send treats to school must make prior arrangements with the classroom teacher. If you choose to send treats, please send them with your child when they arrive at school and labeled with their name. Westwood strongly recommends alternatives to treats in order to address concerns for those who may have life threatening allergies or medical concerns. Donating a book, board game, pencils, erasers, crayons, or color pencils to the classroom in honor of your child's birthday is an excellent alternative to treats and provides a permanent remembrance.

Play Items and Equipment from Home

Westwood does not permit home items to be brought to school for play during active times such as recess or in the classroom setting. This includes but is not limited to toys, cards, spray bottles, basketballs, footballs, soccer balls, baseballs, tennis balls, and other sporting equipment. Students who are found to be in possession of such items will be asked to leave them with the teacher for the day and those items will be sent home at the end of the day in the student's backpack. Students who repeatedly bring unauthorized items may be asked to take them to the Westwood office and a parent/guardian will be required to pick them up.

Communication

Westwood encourages parents to be involved in their student(s) education and encourages any communication from the home. Parents should reach out to their child's teacher regarding any academic, behavioral, or other concerns before reaching out to the Westwood office. As teachers are the first line of information, this is the best way to help resolve any concerns in a timely manner. Please be sure to get contact information and preferences from your child's teacher in the first few weeks of school (such as at Back to School Night). As always, the

Westwood office is available to help support you and your student should your student's teacher not be able to resolve your immediate concerns.

Cafeteria / Meal Service

Starting in the 2022-2023 school year, universal free meals are offered at no cost to any student enrolled in the Lodi Unified School District, when they are in attendance. The California Universal Meals Program will provide students access to breakfast and lunch during each school day free of charge regardless of their income or eligibility.

Breakfast is offered in the cafeteria before the start of each school day. No application is needed for meals, but we do request that you complete a Household Family Survey to help qualify your school for supplemental program funding.

All students getting food in the cafeteria must enter their ID numbers at the cashier station. Current guidelines require students to take at least 3 of the 5 components (protein, grain, fruit, veg, milk) offered and at least 1 of the 3 must be a fruit or vegetable. This enables students bringing lunch from home to add fruit, vegetables, and milk at no charge. If a student only wants milk, a la carte pricing applies and a charge of $0.50 will apply since it doesn't meet the federally mandated meal requirements of three components minimum.

Additional or a la carte items may be available to purchase that meet the Smart Snacks in Schools regulations. Students will need to have funds available online at www.myschoolbucks.com prior to purchase. No credit allowed for a la carte items. The school office does not have access to meal account information and/or balances. All items may not be available every day at every school.

Food substitution accommodation will be considered for students with disabilities or medically documented food allergies. Families need to complete a Medical Statement to Request Special Meals form found on the Nutrition website under Menu/Diets. The form must be signed by a recognized medical authority. Return completed forms to the school cafeteria or office for review by the District Nutritionist.

For additional information about the Nutrition Services Department and program, menus, P-EBT eligibility, nutrition education and fundraisers, please visit https://bit.ly/lusdnutrition.