

## Welcome to Woodside Elementary School!

Welcome to Woodside Elementary School. We are depending on you to extend the Wolves tradition of excellence in academics, citizenship, extracurricular activities and athletics.

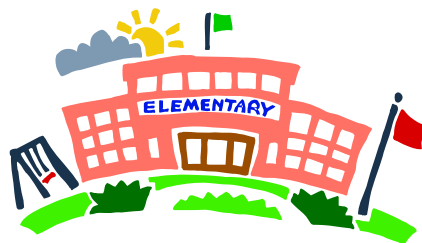
The Woodside Elementary School staff is committed to providing you with a variety of quality learning experiences. If you are a 4<sup>th</sup> or 5<sup>th</sup> grader we expect you to use your Agenda daily. It is a great organizational tool and has important information that can help you be successful. Parents, we hope you review the information contained in the Agenda. You may also find it a tool in communicating with your child's teacher and understanding our school policies and procedures. All of the parents are invited to view information about Woodside Elementary on our website at [blaineschools.org](http://blaineschools.org).

Woodside Elementary School has high expectations and academic standards to assist in preparing you for the challenges of the new millennium. All of us working together can successfully achieve these goals, but it takes hard work, self-discipline, good citizenship, respect for others and a willingness to put forth the effort!

So work hard, have fun and your memories of Woodside Elementary School will be fond ones!

Yours truly,

Gary St. George  
Principal



## **Blaine County School District Philosophy**

### **MISSION**

To be a world class, student-focused community of teaching and learning

### **VISION**

To be a model school district

## **Woodside Elementary School Philosophy**

### **MISSION**

Woodside Elementary School exists solely to help children learn what they need in order to become as complete as they can be. Every child should be prepared for future opportunities, which include a good life, college, work and citizenship.

### **BELIEFS**

We, the students, parents and staff at Woodside do believe that...

We must all do our part.

We must help each other whenever we can.

We will celebrate our successes.

We will set goals in order to know where we are going.

We will measure our results often to see if we are accomplishing the goal.

We will do whatever it takes to fulfill our mission.

## Woodside Chant

Woodside is the place to be!

**echo:** Woodside is the place to be!

Reading is our specialty

**echo:** Reading is our specialty

We are strong and we are kind!

**echo:** We are strong and we are kind!

And we really use our minds!

**echo:** And we really use our minds!

Woodside

**echo:** Wolves

Woodside

**echo:** Wolves

**Together:** Woodside Wolves are

(clap, clap) the best!!





## Woodside Song

The mighty, mighty Woodside, Woodside,  
Woodside  
Mighty, mighty Woodside, Woodside  
Wolves.

The mighty, mighty Woodside, Woodside,  
Woodside  
Mighty, mighty Woodside, Woodside  
Wolves.

Howling at the moon oh boy,  
We're as smart as we can be  
School is our game oh boy,  
On the road to victory.

The mighty, mighty Woodside, Woodside,  
Woodside  
Mighty, mighty Woodside, Woodside Wolves.

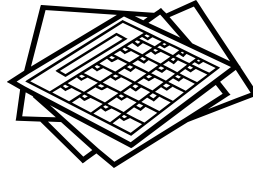
The mighty, mighty Woodside, Woodside,  
Woodside  
Mighty, mighty Woodside, Woodside  
Wolves!

## The School Day

Our school day begins at 8:00am and ends at 2:30pm. Morning Kindergarten and preschool is 8:00am to 11:00am. Afternoon Kindergarten is from 11:30am to 2:30pm. **If your child is ill or absent, please call the office in the morning at 578-5090. You may leave a voicemail message at ext. 2901.**

When arriving in the morning, students are to go directly in the main doors to breakfast in the lunchroom or out the side door to the playground. Breakfast is served from 7:30am until 7:55am. Classes, preschool through 5<sup>th</sup> grade at Woodside Elementary, BEGIN at 8:00 AM. The "prep bell" rings at 7:55, kids should be at school on their way to the classroom when that bell rings. They should be in the classroom at 8 AM ready to begin the school day. It is very disruptive in a classroom for students to arrive late. Please make every effort to get your child to school on time. Being tardy does affect a child's grades. The 4<sup>th</sup> & 5<sup>th</sup> grade Dual Immersion classes start at 7:50 and every effort should be made to get them in class on time each day. If any child is eating breakfast here at school, please be sure they have the time needed to eat and then get to class on time. Students who walk or ride bicycles are to leave as soon as school is dismissed at 2:30 p.m. Students are expected to remain on campus throughout the school day.





### Woodside Daily Schedule

7:50am	Dual Immersion begins
7:55am	First bell rings
8:00am	Tardy bell/school begins
9:35am - 9:50am	2nd/3rd grade recess
9:50am - 10:05am	5 <sup>th</sup> grade recess
9:50am - 10:05am	Morning Kindergarten recess
10:05am - 10:20 am	1 <sup>st</sup> grade recess
10:45am - 11:00am	4 <sup>th</sup> grade recess
11:00am	Morning Kindergarten dismissal
11:30am	Afternoon Kindergarten begins
11:10am - 11:50am	1st grade lunch/recess
11:15am - 11:55am	2nd grade lunch/recess
11:25am - 12:05pm	3rd grade lunch/recess
11:35am - 12:15pm	5th grade lunch/recess
11:45pm - 12:25pm	6th grade lunch/recess
12:45pm - 1:00pm	Afternoon Kindergarten recess
2:10pm	Dual Immersion dismissal
2:30pm	School dismissal

**Dismissal:** Students who walk or ride bicycles are to leave by the side doors next to the library. They are to cross the street on Woodside Boulevard with the help of the crossing guard. Students who are being picked up should also exit by the side door and walk to the front of the school. All other students need to line up in the hallway near the office for their buses.

**Emergency Cards:** At the beginning of each year an emergency card is sent home with each child for you to fill out and return. These cards are used to contact parents/guardians or someone who is responsible in case of an emergency, thus, there **MUST** be two emergency contact phone numbers. **It is critical to notify the office if changes are made during the school year.**

**Visitors:** Parents of students enrolled in school are encouraged to visit. It is helpful if arrangements are made ahead of the visit. All visitors **MUST** check in at the main office and receive a visitor's pass. All doors besides the front doors, are locked for the safety of your child. If your visitor's pass is not visible, it is our policy to question your presence on our campus. Do not be offended. Please do not bring other children as this may result in a disruptive, non-productive atmosphere.

Student visitors are strongly discouraged. Having elementary age children in the school that are not enrolled is a disruption to the educational process. We will accept such children for lunch on **ONE** occasion. Please call the office to let us know prior to arrival.



**Pets:** Students may bring pets to school for sharing if arrangements are first made with the teacher.

**Treats:** Children may bring treats for a birthday or other special occasions. Please check with the teacher for approval and to make arrangements. Do not send balloons because they will not be allowed on the bus.



**Room Parties:** There may be a couple of classroom parties throughout the year. Please check with your child's teacher regarding how these are organized. Parties will be limited and kept simple so as to provide maximum learning time while at school.

**Phone Use:** The office phone is **not** to be used by students except for **illness** or **emergency**. Social plans after school **need to be made before coming to school**. Our experience tells us that parents do not enjoy calls at work regarding last minute social plans.

No phone calls will be made during class time. Students will be allowed to use the phone in the classroom at the teacher's discretion. Students must bring written permission to ride a bus home with another student.

If a parent has a last minute emergency we will do what we can do to help you communicate with your child.

**Cell Phone Use:** If you provide your child with a cell phone, make sure they are following the proper procedures. It needs to be stored in their backpacks and turned off during school hours. If students abuse this privilege, the phone will be taken away and they will not be allowed to bring a cell phone.

**Concerns at School and Solving Problems:** We recognize that parents from time to time may have a concern regarding their child and school. We strive to address challenges and answer your concerns. Your input is critical when solving problems. Woodside Elementary School has a high degree of success in meeting school challenges.

Please talk to your child's teacher if you have a classroom concern. If the concerns are not resolved the principal would be happy to meet with you. If you have any others concerns, feel free to contact the principal with these issues.



### **Parent Involvement/PTA Organization**

We encourage all parents to become actively involved in their child's education both at home and in the school. If you would like to volunteer please contact your child's teacher. Woodside Elementary also has a Parent/Teacher Association, which has been very beneficial to our school. They organize fundraising events that benefit our school. For more information, please call Sherri Thomas at 788-1786 or Tifny Lago at 788-4186. We welcome your participation and hope that you enjoy the time you and your children spend at Woodside Elementary.



## Attendance and Absences

Laws of the State of Idaho require all youth to attend school regularly. **Parents are asked to call the office in the morning before 9:00 a.m., if their son/daughter will not be attending school that day.** If student attendance becomes a problem, the student and parents will be asked to develop a plan with the school to improve student attendance.

If your child is late for school, he/she must report to the office before going to the classroom. You will be contacted by the principal if your child is consistently tardy to help you solve this issue.

Students must attend school all day, every day to be recognized for a "Perfect Attendance Award" at the end of the school year.

**Early Departure:** If at all possible, visits to the dentist, doctor, orthodontist, etc. should be scheduled outside of school hours so as not to disrupt the child's education.

If a parent finds it necessary to take a child from school during school hours, the parent **MUST** come to the office to sign the child out. If a student returns the same day, the parent **MUST** sign the child back in. It is also requested that the parent send a signed note informing the child's teacher of an **early departure** from school.

Please do not be offended if you are not recognized and are requested to identify yourself when asking to take a particular student. We are only demonstrating concern for your child's safety.

**Extended Absences:** If your child will be missing school we encourage parents to schedule family vacations to correspond with the school vacation periods. Please contact the teacher several days prior to the absence to receive school work. All additional required missed assignments will be given upon returning from being absent. Extended absences interrupt and reduce the continuity of the child's learning and should be avoided whenever possible. If your child misses more than 10 consecutive days, they will be un-enrolled from Woodside Elementary. You will need to re-enroll your student when/if you return.

**Truancy:** Students who are absent without the knowledge and consent of parents or the school will be classified as truant. This classification shall also apply to any student who fails to report to class within the school day or who leaves school without authorization from the principal. Truancy will be dealt with in accordance with Blaine County School District policy.



### **Student Health**

**Emergency Care:** School personnel will give emergency care to sick and injured children. If a child becomes ill or is injured during school hours the parents or guardian will be called to pick up the child. If a child sustains a serious injury during school hours, 911 will be called immediately as well as parents or guardian. If parents or guardian cannot be reached, the child will be transported to the nearest hospital emergency room. It is essential that emergency numbers be listed on the emergency card, along with additional contacts and numbers.

**Illness:** If a child is ill, please keep him/her at home. While attendance is important, it is in the best interest of all concerned that other children not be exposed unnecessarily. While at school, a child is expected to participate in all activities, including recesses. If a child must stay in for recess, a note must be sent from home, and the student will be sent to a buddy classroom. If it proceeds longer than 3 days, a physician's excuse must be sent. Please request homework assignments if your child misses several days so they don't fall too far behind.



**Medication:** If a child must take prescription or non-prescription medication during school hours, the parent/guardian and the physician must sign the Physicians Order Form. Forms may be picked up at the school office or the Doctor's office. It is the student's responsibility to come to the office for the medication. All medication will be kept locked in the school office. Non-prescription drugs such as aspirin, Advil, Tylenol, will only be dispensed from the office with a Physicians Order in place. If your child requires medication for allergies, please contact the school secretary directly.



## ACADEMIC ACHIEVEMENT

**Grading:** The grading system at Woodside Elementary School is in accordance with the Blaine County School District policy. It is as follows:

Academics 3<sup>rd</sup> - 5<sup>th</sup>:  
Skills, Citizenship:

98-100	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
80-82	B-

Effort, Attitude, Study

E-Excellent
S-Satisfactory
N-Needs Improvement
U-Unsatisfactory

77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59-0	F

Academics 1<sup>st</sup> - 2<sup>nd</sup>

4	Exemplary
3	Secure
2	Developing
1	Beginning

Parents may now access their students' progress through Skyward which is available at the district website. Please call the school secretary for your username and password or with any questions. Parents are encouraged to call a teacher if they feel that a conference is needed.



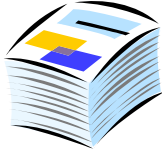
**Homework Policy:** The following homework policy has been developed at Woodside Elementary School:



1. Assignments are due the following day or on the due date.
2. Students coming to school without their homework completed may be required to forfeit their recesses and attend study hall until the assignment is completed.
3. Work not turned in within a reasonable period of time will result in a 0% grade.
4. Habitual late work will be reflected in the effort grade on the report card.

**Parent/Teacher Conferences:** Twice a year parent/teacher conferences are held to acquaint you with the teacher and keep you informed as to your child's progress in school. They are scheduled at the end of the first and second trimesters. For the 2008-2009 school year the first conferences will be on November 15<sup>th</sup> and 16<sup>th</sup>. The second conferences will be held on March 6<sup>th</sup> and 7<sup>th</sup>. Teachers look forward to these conferences, and a great deal of planning and scheduling goes into them. It is a great opportunity for parents and teachers to communicate. Please make every effort to attend.





**Flyers:** Often organizations such as Footlight Dance Company, Blaine Country Recreation Center, YMCA, Circle Council etc. will give us flyers advertising their services. Please look for these in your child's backpack to find out all the great services offered in our valley.

**Textbooks:** All textbooks are loaned to students free of charge. It is expected that they will be taken care of. Students are reminded that they will pay for lost and damaged books at the end of the school year.

**Library:** An outstanding library has been developed at Woodside Elementary School. Every single book is new and has an AR test to go with it. Students and parents are encouraged to make use of the facility and check out books to take home. Children should understand that when they take a book they are responsible for its care and for returning it on time. Children who fail to return a book on the due date may not check out another until the first one is returned. Books that are lost or damaged must be paid for by the student and/or parents.



## Discipline Policy

Philosophy: All students have the right to learn.  
All teachers have the right to teach.

At Woodside Elementary School, students are expected to respect themselves, others, and their environment. If they make poor choices, they will be removed from the situation. They will be sent to the Responsible Thinking Classroom to work with a staff member on a plan to deal with the problem.

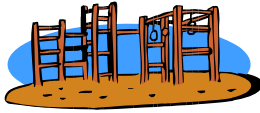
### **What is the purpose of Woodside Elementary's Responsible Thinking Program?**

The purpose of Woodside Elementary's Responsible Thinking Program is to create a safe environment, conducive to learning, free from disruptive behavior, where students develop the ability to become self-disciplined. Parents and teachers do not make the plan; the student does. This is how responsible thinking is taught.

Certain items are not beneficial to student learning and hinder the successful operation of a classroom. **MP3s, Electronic Games, and the like are not to be brought to school. This includes stuffed animals, toys and game cards.** Please help your students follow this rule.

The Principal will handle more serious problems according to Blaine County School District procedures. Parents will be contacted immediately for issues involving weapons, assault and battery, tobacco, alcohol, and drug use.





### **Playground Procedures:**

These are the playground expectations and responsibilities for the students at Woodside Elementary.

**Be Safe:** Stay inside the fence and boundaries. Respect the neighborhood and don't aggravate dogs or throw balls into their yards. Keep your hands, feet, and bodies to yourself - no physical contact. Keep toys at home. Use the equipment for what it was intended (i.e. jump ropes are for jumping). Rocks, snowballs and woodchips are not to be thrown.

**Be Responsible:** Keep woodchips within the bordered areas. Ask permission from a supervisor before entering the building to use the bathroom or get a drink. Ask for assistance from a supervisor if your ball goes outside the fence. Get a pass or be escorted to go to the office. When the bell rings, return equipment you have used and go in right away, no lingering on the playground.

**Be Respectful:** Invite others to join you in play. Be careful with your words. Be a good friend who shares and cares. Clean up after yourself, put playground equipment away after recess.

Playground supervisors are there to help you. Please do not go to your classroom teacher with a playground matter.

**Consequences:** If you choose not to follow these procedures, you will be removed from the activity to stand on the wall. If actions are repeated, students will lose their recess, be sent to the planning room or to the principal and parents will be contacted.

**Cold Weather Procedures:** When it is 10 degrees or colder, we will have indoor recess with a variety of activities. All other days we will be outside so please make sure your child is prepared with the proper snow attire. If you need any help getting these items, contact the school social worker.

### **Dress Code:**

Student dress and personal appearance shall not disrupt or distract from the educational environment of the school. Students are to dress in clean clothes that are neat and appropriate.



We have adopted the following dress code: no spaghetti straps, no halter tops, no underwear showing, no bare midriffs, no mini-skirts or short shorts, no skin-tight clothing, no attire which would be disruptive to the learning environment. No cut off t-shirts or oversized pants. Make sure your students are dressed for P.E. and recess in the proper shoes and clothes. Children will need to have coats, hats, gloves, snow pants and boots in the winter on the playground. Hats or sunglasses will not be permitted in the halls or classrooms. Please don't send your child to school with "roller" shoes since they are not allowed during school time. No gang related clothing. Clothing must be free of chains, spikes, dangerous objects, vulgar, profane, sexually suggestive, intimidating, discriminatory or religious insignia. No heavy make-up or bandanas. Please familiarize yourself with the complete dress policy available on the website at [www.blaineschools.org](http://www.blaineschools.org).

**Lost and Found:** Items found in the building or on the grounds should be turned in at the office. Students searching for lost articles, including books, should inquire at the office if they wish to identify lost items. Clothing items will be hung up in a general location to be available for easy access. All unclaimed items will be donated to second hand stores at the end of the school year. Lost and found items are usually displayed during parent/teacher conferences. It is a good idea to label common items (i.e. Woodside Wolves Sweatshirts) that could be confused with other students. It is not our responsibility to keep track of all the items; it is up to the student.

## Menus

Menus are sent home with students each month and are also available on the website. Parents are invited to eat lunch with their children anytime at a cost of \$3.00. If you plan to eat hot lunch, a courtesy call informing Regina in the lunchroom is requested, 578-5090, ext. 2921. Please check in at the office when you arrive. The lunch periods are as follows:

1 <sup>st</sup> grade lunch	11:10am - 11:25am
2 <sup>nd</sup> grade lunch	11:15am - 11:30am
3 <sup>rd</sup> grade lunch	11:25am - 11:40am
4 <sup>th</sup> grade lunch	11:35am - 11:50am
5 <sup>th</sup> grade lunch	11:45am - 12:00pm

Children who wish to bring cold lunch may do so, but they must provide their own silverware. Please do not send food that must be microwaved or heated. There will be no candy or soda in school except for what is brought in at lunch. **There will be no gum at school anytime.**





## Transportation

We appreciate parents that have daily student transportation and after school plans arranged prior to the start of school. If you must notify your student of a change, please call in the change by 2:00 pm. Last minute changes in after school plans are difficult for the school staff to handle for the following reasons:

1. We run the risk that the message to the student regarding a change of plans will not be delivered in a timely manner.
2. We cannot always verify the source of the message.
3. Students can become confused and not sure what to do.

If however, you have a last minute emergency, we will do all we can to accommodate you and your child.

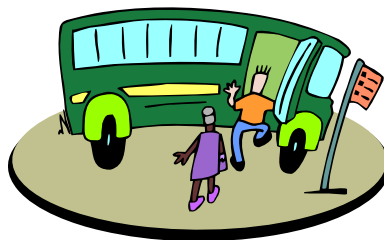
**Bus Service:** School bus service is available to most students and the bus schedule is published in the local newspaper each fall. For more information or should a problem arise, call the Transportation Department at 578-5420. If your child misses the bus after school, he/she must report to the office to arrange for alternative transportation. If a student is transporting a skateboard to school on the bus, the skateboard needs to be enclosed in an athletic type bag to avoid the skateboard getting loose on the bus. Food, flowers and balloons are not permitted on the bus.

**Bus Discipline:** In the interest of safety, certain standards of conduct by students must be followed and enforced. To minimize bus driver distractions, ensure student safety, and promote the school district's philosophy, the following rules will apply when a student is riding a bus to and from school or any activity:

**Students must:**

1. Be responsible for the safety of themselves and others.
2. Enter the bus quietly, take a seat and remain seated.
3. Keep all parts of their body inside the bus.
4. If it is necessary to cross the road, cross at least ten feet in front of the bus, wait at the left front of the bus until driver signals before proceeding into other traffic lanes.
5. Stay away from the bus except when loading or unloading.
6. Be on time for the bus.
7. Be careful walking to and from the bus stop.
8. Follow the driver's instructions promptly and respectfully.
9. Treat others and equipment with respect.

Should it be necessary for a bus driver to issue a warning to a student due to misbehavior on the bus, the bus driver will fill out a Disciplinary Action Report, which will be given to the student. Parents must sign and return the form to the bus driver. If the inappropriate behavior persists, the student may be referred to the principal and/or bus privileges may be suspended.



**Alternative Bus Destination:** The Board of Trustees has established the following policy for students desiring an alternate bus destination:

1. This policy involves only individual students. Groups such as scouts, religious classes, birthday parties, etc. will not be transported.
2. Two copies of a note requesting a child to ride a different bus must be received by the office by 9:00 a.m. of the day the student is to ride the bus. One note will be kept on file in the office and the other note will go to the bus driver. The note must include the bus number and destination of the child.
3. Children who bring notes that provide incomplete information will be sent on their regular buses to their regular destinations.



**Bicycles:** Bicycles are to be parked and locked in the bike rack located near the front of the school. They are to be walked off the school grounds in the afternoon. Please ensure that your child wears a helmet when riding to school and follows safe riding procedures.

**Parent Pickup and Drop Off:** We have a drop-off/pick-up loop in the front of the school. It is located on the first driveway to the left as you enter the school grounds. The drop-off is one way so stay to the right and please drive slowly as children can be unpredictable. Have your children prepared to immediately leave your vehicle, so that traffic can keep moving.

**Field Trips:** At various times throughout the year, classes will go on field trips to enhance their education. Permission slips will be sent home for your approval for you to sign and return. We are always looking for volunteers to help chaperone. Please contact your child's teacher if you are interested or available.



## **Emergency School Closures**

In case of weather related or other **Emergency School Closures please tune to: KECH Radio-FM 95.3** or check the school district website for information. Blaine County School District has implemented a two-hour delayed start with the option of closing school. The delayed start will be broadcast beginning at 6:00 am, and the "go" or "no go" decision will be made by 7:45 a.m. It may also be necessary to dismiss school early. Arrangements must be made so a child arriving home early will know what to do in case the parents are not home. Parents are responsible for arranging a second place for their child to go. We would prefer if you do not try to call the school relating to closures, as we need to keep our phone lines open for emergency usage. Your help will be appreciated.

## **Use of Facilities**

The school district is responsible for the use or rental of school facilities after school hours (i.e., cafeteria, gym, classrooms, etc.). The agreement specifies that the school district's needs preempt all other needs. The Board of Trustees has established regulations governing the use of Woodside Elementary School facilities. Groups or persons interested in scheduling the use of school facilities are encouraged to contact Leslie Gough at the Community Campus at 788-3481.



