

Westwood Community Handbook 2024-2025

(last updated 4/11/25)



Principal: Nancy Klinkner
(Habla español)

Dear Westwood Community,

Welcome to the 2024-2025 school year! Communication between the school and the home is critical in order for us to meet our students' needs. Working as partners, we can make sure our Wildcats get the best possible learning outcomes, while continuing to support their social-emotional development.

This Handbook is a guide to help you navigate our school and district policies and procedures. Although comprehensive, there may be missing information. To find specific information quickly, try pressing <<control>> +“F on your keyboard and search under key words in the search bar. If you cannot find what you are looking for, please contact your child's teacher and/or the school's office so that we can help you get what you need! We are in this together, and our goal is to make this process as easy as possible for everyone involved. *This is how we roar!*

Sincerely,

Nancy Klinkner

Principal





Mt. Diablo Unified School District

Westwood Elementary

1748 West Street, Concord, CA 94521

Phone: 925-685-4202

Reporting Absences:

925-685-4202 or

westwoodattendance@mdusd.org

facebook

@WestwoodElementarySchool



@MDUSD_Wildcats



@mdusd_wildcats

School Website: <http://westwood.mdusd.org>

Parent Faculty Club Website: <http://westwoodpfc.org>

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This Handbook serves as a reference tool for information specific to Westwood Elementary. Web links are embedded for more detailed information on specific topics. Additional information regarding MDUSD's policies and procedures can be found in the MDUSD **Parent Information Packet** ([English](#), [Español](#)). If you are unable to locate the information you are looking for, please contact the school's office at 925-685-4202.

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WESTWOOD ELEMENTARY SCHOOL

"This is how Wildcats roar!"

Mission - *Why do we exist?*

Westwood Elementary's Mission is to provide *all* students with high quality, equitable, and engaging instruction that ensures high levels of personal achievement and develops a strong educational foundation that inspires a lifelong love of learning and prepares students for success in college or post-secondary education in the 21st century.

Vision - *What do we want to become?*

We strive to work with our families and community to provide a safe, nurturing, joyful, and inclusive learning environment in which each student is given what they need to thrive academically, socially, and emotionally. We envision our scholars demonstrating safe, respectful, and responsible behavior that contributes to their development as: collaborators, critical and creative thinkers, confident and curious learners, courteous and productive citizens, and effective communicators.

Values - *How must we behave to achieve the vision?*

Our Westwood community believes in:

- *Joy* - creating a school environment that is a fun and happy place to grow and learn!
- *Inclusivity* - highlighting the unique gifts that each individual contributes to our community.
- *Unity* - working together as a community to support our students.
- *Diversity* - respecting and celebrating each student's individual rights, beliefs, customs, and differences in a culturally responsive environment.
- *Equity & Justice* - removing barriers and providing each student the resources they need to achieve their goals and close the opportunity gap.
- *Integrity* - making decisions that reflect our common Mission, Vision, and Values.
- *Excellence* - ensuring that all students achieve at high levels.
- *Engagement* - involving all stakeholders in actively contributing to our students' educational experience.
- *Perseverance* - fostering a "growth mindset" to help students understand that we don't know everything *yet*, that it is ok to struggle, and that working hard on the right things will help us achieve our goals.

Goals - [Single Plan for Student Achievement](#)

Pledge of Respect: *Recited each morning following the Pledge of Allegiance.*

I am a smart, special, and valuable person.
I respect myself and I respect others.
My words and actions are kind and honest.
I accept only my best in all I do.
I am proud to be me!

Motto: *That's How Wildcats Roar*

Colors: Blue & Gold

Mascot: Wildcats

Logo:



AFTER SCHOOL PROGRAM (C.A.R.E.S. Expanded Learning Program)

Through the [Expanded Learning Program](#) entitlement funds, we are fortunate to be able to offer FREE after school programming through our CARES Expanded Learning Program for students in grades K-5. The program runs daily, Monday through Friday, from dismissal until 6:00pm and includes an after school snack and a light supper. Through this program students receive academic support as well as opportunities to participate in enrichment activities, such as sports, art, music, ASL, etc. Registration Forms are available in the office. The CARES office is located in A1 and our site coordinator is [Ms. Diana Hernandez](#). Please contact her directly with any questions regarding enrollment.

ANIMALS ON CAMPUS

We love animals, but please keep your family pets at home. The only dogs allowed on campus are service/therapy dogs or service dogs in training that have a vest/harness and documentation indicating they have received proper training. If you choose to walk your dog to school for drop-off or pick-up, be sure that your child knows to meet you just off campus on the public sidewalk. Dogs must always be leashed in public settings. Never leave your dog unattended.

We have a variety of approved animals on campus (chickens, rabbits, guinea pigs, Dogs for Diabetes trainees). Students are given opportunities to participate in the care and keeping of these animals by request or through our school/class incentive program. All of these animals receive regular, standard veterinary care and have received all required vaccinations, if applicable, and students will be expected to observe proper hand washing and safety protocols when handling them. *If you prefer that your child not handle these pets due to allergies or for any other reason, please write an email/note to their teacher and discuss this expectation with your child directly.*

ARRIVAL AND DISMISSAL

We encourage *all* families to consider walking, biking, or carpooling whenever possible to minimize traffic congestion. Drop off no earlier than 7:45 am and pick-up no later than 2:45 pm (1:25 pm on Wednesdays), as we are unable to provide supervision outside of those designated times. Before school, students wait in line in front of the entrance to their classroom wing in the Parent Zone/Courtyard where the teacher will meet them at 7:55 am and escort them to class. Parents/guardians may wait with students outside in the Courtyard until the students are escorted to/from class by their teachers. On rainy days and during extremely cold/hot weather, students will be directed to wait in the Multi-Use Room. Students not picked up on time after school will be escorted to the office. Students must be picked up by adults listed under their Emergency Contacts, with photo ID. We request written statements be

provided by parents/guardians if students are to walk home and/or wait for older siblings. Statements can be emailed to the classroom teacher and the principal.

Parents are asked to respect the teachers' preparation time in the morning. If there is an urgent message or matter to discuss, parents may contact the office to request an appointment to meet with the teacher, or to deliver a message to the teacher. Non-urgent messages or requests for meetings should be communicated via the teacher's email address or by sending a message via ParentSquare.

Drop-off and Pick-up Procedures for Drivers:

- USE THE DROP-OFF/PICK-UP LANES. All drivers dropping off/picking up students at school must use the lot in front of the school on West St., facing the Kindergarten playground. *Please* DO NOT drop your child off in the Staff Parking Lot (right side of the school) or the Bus Circle. The Bus Circle is reserved for official student transport vehicles, and for parents dropping off students with special needs who require hand-to-hand delivery.

When **entering** the lot:

- Watch for pedestrians!
- Stay to the right if you are dropping a student off. Pull all the way up to the front of the drop-off lane and let the child off at the curb.
- Stay to the left if you are planning to park in the designated parking spaces or drive through to the exit.
- In order to expedite drop-off, please have your child ready to exit your car promptly upon arriving at the drop-off area, with their belongings. Parents should stay in the car, unless parked in a designated parking spot.

When **exiting** the lot:

- Watch for pedestrians!
- If you are in the far right/curb lane, continue straight to the end of the lane, turn right and follow the arrows through the El Dorado lot to turn right to exit.
- If you are in the middle or left lanes, turn left to exit.

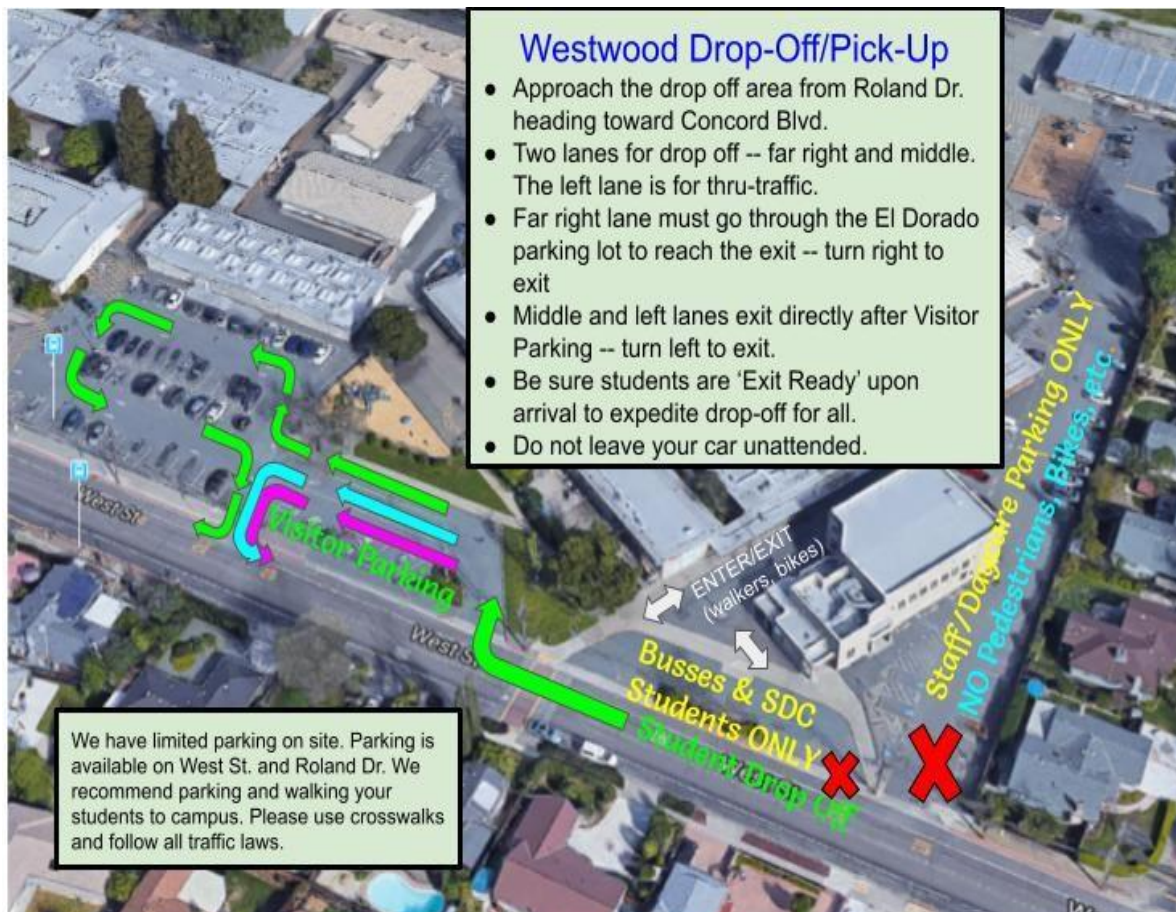
Park in designated spaces only. NEVER park and leave the car in the drop-off lanes. This can create significant traffic congestion, even if you plan to 'just run in'.

- RESPECT THE STAFF PARKING LOT (adjacent to the Multi-Use Room): **Do not enter/exit the staff parking lot**, unless authorized to do so (i.e. disabled parking, parking pass for Dianne Adair). We have a large staff who require full use of our parking lot throughout the day. Pedestrians and cyclists are NOT to use the lot to enter/exit campus – you are putting yourself and your children at risk.
- RESPECT THE BUS CIRCLE: The turnout in front of the MUR is strictly for the use of buses and authorized vehicles transporting students with special needs who need

hand-to-hand delivery. Private authorized vehicles must pull forward and yield to buses, exiting the bus circle, if necessary.

- OBEY TRAFFIC LAWS: DO NOT use *any* red zone or the middle of the street to park, drop off or pick up students. It is against the law to do so.
- USE THE CROSSWALK: If parking along the street, everyone (children AND adults) is expected to use the crosswalk at the front of the school when crossing the street. Jaywalking is strongly discouraged. Please be safe and set a good example for our students.
- BE A GOOD NEIGHBOR: DO NOT park in or block our neighbors' driveways.

Thank you in advance for your cooperation. Please note that repeat offenders will receive a verbal and/or written warning from the school's office, and may be referred to the Concord Police Department.



Bicycles, Scooters, and Skateboards:

Students riding bicycles, scooters, or skateboards to school are to dismount and walk while on campus. Students must wear helmets per state law. Helmets are available in the office, upon

request. All equipment should be locked to the bike or scooter/skateboard rack. Students should not expect to be able to store their equipment in the office or classroom. Westwood is not responsible for lost or stolen equipment.

After School:

Students must leave campus at dismissal time. Unaccompanied students may not remain and play on the playground as there is no after school supervision. The Westwood Enrichment Center/Dianne Adair's Daycare Center and our CARES Expanded Learning Program use the school playground after dismissal. They are not responsible for, and cannot supervise, students on the playground who are not in their care. Students who are not picked up by 2:45 should go directly to the office to call home. If you prefer that your student walk/bike home on their own and/or wait for an older sibling, we require that you submit a written statement to the teacher and principal authorizing them to do so.

Late Pick-Up:

Parents picking up students after 2:45 must sign them out through the office. If late pick-ups become habitual (3 or more times), the family will be expected to meet with the Principal to discuss strategies for supporting prompt pick-up.

If school staff is unable to reach anyone on the contact list within an hour after dismissal, the Concord Police Department and/or Children and Family Services may be contacted to provide guidance, and intervene, if necessary.

ATTENDANCE

EVERY DAY COUNTS! Regular, prompt daily attendance is extremely important for every child. Attendance is compulsory and required by law (Ed Code 12101).

Tardiness:

EVERY MINUTE MATTERS! A warning bell rings at 7:55am, 5 minutes prior to the start of instruction. Students not in the classroom at 8:00am (10:15 for Kindergarten 'late birds') are considered tardy. Students should report directly to the office to pick up a Tardy Slip before reporting to class. We must help students establish the habit of promptness. When children enter the classroom late, they miss important directions given by the teacher and often disrupt the class.

Students who are checked out early, or who miss any part of the school day, are also marked as 'tardy'. Note that a child leaving early, or not staying for the full day of instruction, will not be eligible for 'perfect attendance' rewards.

Students who are chronically tardy are referred to the School Attendance Review Team (SART) or School Attendance Review Board (SARB).

Absences:

Absenteeism can have negative effects for students' academic and social development. Missed instruction can never be duplicated. Make-up work is helpful but does not replace the classroom experience. In addition to the student's loss of instruction, the school loses state funds for each unexcused absence, which directly impacts the services and support we are able to offer our students. The current Average Daily Attendance (ADA) rate is approximately \$48 per student. Partial day absences are always preferred over full-day absences, when necessary.

Students are awarded up to 5 Mental Health days as excused absences over the course of the school year. Beyond 5 days, the absence is 'unexcused'.

Students attending a Civil Demonstration will receive an 'excused' absence.

Students missing school due to a religious observance will be allowed one excused absence per year.

When a student exceeds 12 excused absences, a medical verification by a physician will be required.

The office will call when there are consecutive unreported absences. The school will send a letter when absences exceed 3. The State reports that more than ten absences in one school year are "excessive". Westwood will refer the child and family to the School Attendance Review Team (SART) or School Attendance Review Board (SARB), if absenteeism continues despite attempts to support improvement.

Reporting Absences:

When a child is absent, the absence must be reported by a parent/guardian within 72 hours via phone or email, or a note may be sent to the office with the student when they return to school. Documentation of each absence is required by the State.

Westwood Attendance

Phone: 925-685-4202

Email: westwoodattendance@mdusd.org

The following information is required:

- Student's full name
- Teacher's name or the room number
- Reason for absence
- Name of person clearing the absence and relationship to the child
- Date you are clearing the absence.

Under new state law and Board of Education policy, absences will only be 'excused' if reported within 72 hours (3 days) for one of the following reasons:

- Illness, injury of the student
- Attendance at a medical, dental, optometric, or chiropractic appointment
- Attendance at the funeral service of an immediate family member
- A quarantine imposed by the city/county
- Student service on a jury
- Up to five days to obtain required immunizations
- Exclusion from school due to head lice, lack of immunizations or physical
- Appearance in court
- Observance of a holiday/ceremony of their religion (one day per holiday)

Please refer to the [MDUSD Academic Calendar](#) and schedule family vacations when school is not in session. Even with make-up work, the learning experience cannot be duplicated.

Early Release from School:

All children are released *from the office*. Parents sign their children out for early release when they arrive to pick up their child. If possible, please notify the teacher and/or office staff ahead of time, with the specific time you plan on picking up your child(ren). The office staff will call the teacher to send the child to the office with their belongings. No children are released to parents directly from the classrooms.

Independent Study:

If you expect your child to be absent for 5 or more *consecutive* school days, you may request a Short-Term Independent Study Contract from the school's Attendance Secretary. A minimum of 5 day's notice is requested in order to allow the teacher time to prepare assignments. ISC will not be granted any earlier than mid-September. Completed work will be reviewed by the teacher upon your child's return to determine the number of days credited. Please note that students will only be credited a maximum of 14 days over the course of a school year.

BIRTHDAYS

Please make arrangements with your child's classroom teacher if you would like to provide gifts in celebration of your child's special day. Providing non food-based treats ensures all students feel included, and avoids any potential issues related to food allergies. Consider donating a book to the class in honor of your student. If you choose to bring an edible treat, be sure it is store-bought. Healthy treats are encouraged.

We also ask that all birthday celebrations (including decorations, balloons, gifts) be reserved for the home environment. It is not appropriate to host a party during the school day/lunch period.

Students may not distribute birthday party invitations during the school day in order to avoid disruption to educational activities. Invitations should be delivered discreetly *outside* of the school day, unless ALL students in the class are invited to the party.

BOOKS

Library Books:

Students will be given the option to check out books from our library during their weekly Library instructional period. Failing to return books by their designated due date will result in the child losing the privilege to check out additional books. Families are responsible for replacing or paying for any lost or damaged books before the end of the school year.

Textbooks:

Textbooks and related workbooks are provided to each student for every subject area. Additional copies may be provided for use at home, upon request. Families are responsible for replacing or paying for any lost or damaged books before the end of the school year.

CALENDARS

Click on the link to access the [MDUSD Academic Calendar](#).

Westwood's Community Calendar is available on our website. Click [here](#) to subscribe to the calendar to have events added directly to your electronic calendar.

CHILDCARE

In addition to the CARES Expanded Learning Program, the **Dianne Adair Westwood Enrichment Center** is a privately owned and operated preschool and before/after-school childcare facility that operates on the Westwood campus. For more information, contact the Director, at 925-969-1784.

COMMUNICATION

News and Information:

Websites:

- [Westwood Elementary](#) - includes information regarding our school's programs and resources, absence reporting procedures, School Site Council agendas/minutes, staffing, etc.
- [Westwood Parent-Faculty Club \(PFC\)](#) - includes information regarding purchasing spirit wear, school community event details, fundraising/donation, etc.

Newsletters:

- MDUSD: Friday Newsletters are sent out weekly from the Superintendent's office with the latest MDUSD updates via ParentSquare.
- School: The Principal publishes a Community Update at least bi-monthly via ParentSquare.
- Teachers: Classroom Newsletters will be sent home a minimum of once per month.
- Parent-Faculty Club: The PFC distributes communications at least monthly and on an as-needed basis to update families with details of current events and activities.



ParentSquare:

ParentSquare is the school's primary tool for communicating with our community. Caregivers are sent access information via email and are strongly encouraged to activate their accounts ("Getting Started" video [English](#), [Spanish](#)) and download the app ([English](#), [Spanish](#)) in order to set up language and communication preferences. Please contact the school's office if you are unable to locate your email invitation.

Peachjar Community Flyers:

-  [peachjar](#) click [HERE](#) to sign up to receive information regarding upcoming classes and events taking place in and around our community!

Grade Level Shared Contacts List:

Families interested in sharing their contact information with other families within the grade level in order to connect for play dates, class party planning, etc. parent/guardians are invited to add their information to the shared documents for each-grade level:

- [Kindergarten/Class of 2037](#)
- [1st Grade/Class of 2036](#)
- [2nd Grade/Class of 2035](#)
- [3rd Grade/Class of 2034](#)
- [4th Grade/Class of 2033](#)
- [5th Grade/Class of 2032](#)

Social Media:

The school's public Facebook (@WestwoodElementarySchool), X (@MDUSD_Wildcats), and Instagram (@mdusd_wildcats) accounts are primarily used to capture and celebrate the amazing things happening at school. *Private* grade level specific Facebook groups have been developed to allow parents to connect and share resources:

- [Kindergarten/Class of 2037](#)
- [1st Grade/Class of 2036](#)
- [2nd Grade/Class of 2035](#)
- [3rd Grade/Class of 2034](#)

- [4th Grade/Class of 2033](#)
- [5th Grade/Class of 2032](#)

Our Parent-Faculty Club also hosts a private Westwood community Facebook account: <https://www.facebook.com/groups/westwoodpfc/> to help families connect with the larger Westwood community.

Messages for Students:

Please discuss after-school plans, daycare arrangements, and transportation with your children before they leave home for school. It is also helpful if that information is communicated to your child's teacher via a note, phone call, or email/message in Parent Square – especially if it is a change from the usual routine. We do understand that unexpected circumstances arise periodically. The office staff will take messages for students and deliver them to teachers' mailboxes until the lunch period begins. Instructional time is protected, and we will avoid interrupting classrooms to relay messages to students, unless absolutely necessary.

Please respect the learning environment by not communicating privately with your student via smart watches or other electronic devices. Students are expected and encouraged to speak with their teachers regarding questions or concerns.

HomeLink Parent Portal:

At the Elementary level, MDUSD parents/guardians can track student attendance, view report cards, and complete and reference required district documents via [HomeLink](#). An individual verification code is required in order to login to your parent portal account. Contact the school office in order to retrieve the code. **Note: If you already have an account from last year, it will still be active, even if your student has changed schools.** Instructions for creating an account can be found [here](#) ([Espanol](#)).

Contacting Teachers:

Teachers will utilize Communication Folders in addition to ParentSquare for all communication. If you send your child's teacher a message, you can expect a response to your communication within 2 business days.

Complaints:

Concerns and complaints related to your child's academic progress, behavior, and social-emotional development should first be addressed with the classroom teacher, Case Manager, or Service Providers. These individuals have the right to attempt to respond to your concerns directly, and you are encouraged to work collaboratively to resolve the issue at hand. If your concern is not addressed to your satisfaction, you may make an appointment with the Principal by contacting the Office Manager.

[Uniform Complaint Procedures:](#) Mt. Diablo Unified is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected

group, and all programs and activities that are subject to the UCP. Procedures for filing complaints of this nature are available in the school office and on the district's website.

DRESS CODE

MDUSD Dress and Grooming Policy (BP 5132):

“The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Therefore, students are to dress appropriately on all school campuses and at all school activities in the district. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. Students should project an appearance that is conducive to a safe learning environment. Dress which is disruptive and contrary to school rules regarding drugs/alcohol/violence, and gangs is not permitted. Student clothing, emblem, badge, jewelry, symbol, or other insignia which creates a clear and present danger on school premises or the disruption of the orderly operation of the school is prohibited. Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.”

Westwood Elementary Dress Code

In addition to and in support of the above Board Policy, at Westwood, we believe that students should dress in a manner that aligns with our school rules: Be Safe, Be Respectful, and Be Responsible. Students should dress in a manner that:

- allows them to safely and appropriately engage in all instructional and recreational activities,
- allows them to express their individuality without fear of unwarranted discipline or body shaming,
- does not promote hate (i.e. derogatory or offensive language/imagery), violence, or illegal activity.

In support of these core values, students are expected to adhere to the rules listed below:

1. Closed-toe athletic shoes are the most appropriate footwear. Flip flops, sandals, slip-ons, and heeled footwear do not allow for safe participation in Physical Education or recess activities and should not be worn to school.
2. Undergarments and private body parts should be appropriately and sufficiently covered at all times.
3. All clothing, including accessories, with words and pictures/symbols must be free of offensive or inappropriate imagery or phrasing.
4. Clothing and accessories should in no way impede free/comfortable movement or the ability to appropriately and safely engage in academic tasks, as determined by school staff.
5. The use of colognes/perfumes is strongly discouraged. Strong fragrances may trigger allergic reactions in others and contribute to an uncomfortable learning environment.
6. Hats and hoods may be worn during outdoor activities for protection from sun/wind/cold. A student may be asked to remove a hat or hood if it is impeding an individual's ability to access visual supports in the school environment or if it covers the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose).

Students, staff members, caregivers, and volunteers are responsible for managing their personal expectations of appropriate dress, beyond what is stated in this code.

Attire worn in observance of a student's religion is not subject to this code. Caregivers are encouraged to share information with staff/teachers when a change in apparel is expected due to special circumstances.

When students are in violation of these rules, staff will address the violation as discreetly as possible. Students may be asked to cover, remove, or change the offending attire. Accessories may be confiscated until the end of the school day or retrieved by a caregiver. Students may be excused from class briefly to change clothes, and/or caregivers may be called to bring the student appropriate clothing. Caregivers will be informed when their student's attire is in violation of the Code. Repeated, intentional violation of these rules will result in progressive disciplinary action when the attire creates a substantial disruption to the educational environment, poses a risk to the health or safety of others, or factors into a student behavior rule violation such as harassment, intimidation, and bullying.

ENRICHMENT

Throughout the school year, teachers/staff coordinate **field trips** and **assemblies** to reinforce learning topics covered in the classroom. Check with your student's teacher for more details regarding events/activities specific to the class/grade level. Parents who are cleared to volunteer are encouraged to attend and serve as chaperones.

As part of our weekly programming, all students engage in Music and Library/Media instruction (30 minutes each), provided by specially trained staff.

Instrumental Music - 5th Grade students have the option to learn to play a band or orchestra instrument. Applications are accepted at the beginning of the school year, and students and their families are expected to commit to the program for the entire school year.

Science Enrichment - 4th and 5th grade students participate in weekly STEM classes (60 minutes each), with a specially trained teacher.

After School Enrichment - Expanded Learning Opportunity Funds allow us to invite ALL of our students to participate in special classes offered through our C.A.R.E.S. After School Program, even if your child is *not* a regularly enrolled student. Simply fill out and submit a C.A.R.E.S. Emergency Form to register for the specific class.

ENROLLMENT

Families new to the area may enroll their children using the online enrollment system, [AIR](#), which will assist you in identifying your school(s) of residence. Computer access is available for parents at the school sites, at the district's [Enrollment Center](#), and central office for this purpose. Once the online application is submitted, the MDUSD Welcome Center staff will contact the family to complete the registration process. New students will be enrolled according to their birthdate, unless valid documentation is provided indicating the student was previously retained or advanced. By law, students without proof of the required immunizations will not be able to attend class until verification is received.

Classroom Assignments:

Westwood works hard to provide children with the most appropriate classroom placement in order to maximize learning opportunities. Parents are asked for input during the process.

The following factors are considered when creating balanced classes:

1. Total number of students divided evenly in classes
2. Balance of genders
3. Structure of classes (combinations)
4. Assessment of learning needs
5. Parent information regarding their students

6. A reasonable range of ability/achievement in classes
7. Separation of some students
8. Academic and leadership balance
9. Last minute changes due to over/under-enrollment

Parents may fill out a Student Information Form, available each year in April/May, giving important information for the following year's placement. The request is for a learning environment and not a specific teacher. Due to the nine factors listed above, requests are not guaranteed.

Requests for Change of Classroom Placements: We take great care and consideration in establishing our class rosters. We believe that all of our teachers have the training and experience to address the varying academic, behavioral, and social-emotional/behavioral needs of our students. We also feel that moving students from one classroom to another is not in the best interest of the child being moved, the class they are moved from, or the class they are moved to. It is very rare that placements are changed, as most concerns are addressed when the assigned teacher is given an opportunity to be involved in the discussion and respond to the issues directly.

Change of Address:

Any time a student moves, you will be asked to complete an Address Change Form and new address verification documents must be provided. If you move within the school year to another MDUSD school, a parent may request that the student remain at Westwood through the end of the school year or through 5th grade. It is up to the Principal's discretion to recommend continued enrollment at Westwood. Attendance and/or behavioral concerns may be reasons for denying the request.

Emergency Contacts

Accurate emergency contact information is critical to your child's safety and security. Each child must have current emergency information on file with the complete names, addresses, email addresses, and telephone numbers of parents/guardians. *At least two additional local responsible adults and/or a daycare provider* who will be available to respond when you cannot be reached must be included on the list. The office will only release your child to people who are listed on the emergency card or are listed as a birth parent on the child's official Birth Certificate, with proper photo identification. You will be asked to verify the information on your child's contact list each year. If any of this information changes throughout the year, it is your responsibility to report these changes to the school's office staff. You may manage your emergency contacts via [HomeLink](#)

Family Custody:

Westwood does not have the right to limit the rights of a parent without a current Court Order. It is the parents'/guardians' responsibility to provide the school with a copy of the Court Order upon the child's enrollment or immediately after the Order is issued. Information provided in the Court Order will be shared with school staff on a 'need to know' basis only.

Overflow Status:

It may be necessary for a student to be 'overflowed' from one school to another due to over enrollment within a specific grade level at the student's home school. If we are unable to accommodate your student, we will work with our Enrollment Center to identify space at a nearby school. If a space opens up during the school year, your student would be invited back to Westwood and would be exempt from having to be overflowed again. If you decide you would like to keep your student at the new school, a transfer application must be submitted through the general transfer procedures (see below).

Transfers:

Parents should advise the school's office staff when transferring to another district. The student's complete MDUSD educational record will be forwarded after receiving an official Request for Records from the new school/district.

If a parent would like to transfer schools *within* the MDUSD, they must wait to apply online during the appropriate transfer window. More detailed information can be found on the [transfer webpage](#) on the district's website. Status of transfer requests are announced prior to the start of the following school year.

HEALTH SERVICES

Nursing services are limited. Vision and hearing screenings are performed for students in specific grade levels, and by request. The school cannot treat injuries received at home or change bandages on previous injuries. Westwood office staff members receive training to provide basic first aid only that is "immediate assistance to prevent further injury." Parents are responsible for follow up and further treatment.

Children who are experiencing symptoms of diarrhea, vomiting, or fever, or who appear to have symptoms of an infection (thick yellow or green nasal discharge, or a crusty, red and/or irritated eye, etc.) should remain at home for 24 hours after symptoms subside or when cleared by a physician.

Illness or Injuries at School:

It is expected that students will occasionally fall ill at school. Students with minor complaints will be offered time to rest and hydrate in the office before being sent back to class. Parents will be notified as a courtesy when students visit the office due to not feeling well or have experienced any injury above the shoulders. If a student has a fever and/or is vomiting or experiencing diarrhea, parents will be contacted to pick up their child as soon as possible.

State law requires that parents provide the school with a current, working emergency telephone number. If a parent cannot be reached, office staff personnel will attempt to contact other individuals listed under Emergency Contacts. If we are still unable to contact any designated individuals, Child & Family Service may be contacted. In the case of a

life-threatening emergency, we will call 911 directly. Any charges incurred are the parents' responsibility.

Medication:

School personnel cannot administer medication of any kind without written consent from the parent and doctor using the Mt. Diablo Unified School District [Authorization to Administer Medication Form](#). All medication must be kept in a prescription bottle indicating the child's name and appropriate dosage, and locked in the office. Rescue inhalers must be kept on-site for students with asthma or other breathing conditions. Office personnel maintain a medication administration log for each student with a signed Authorization Form on file.

Over the counter medicines (painkillers, cough drops, allergy medicine, cough syrup etc.) cannot be given at school by the office staff. Students may not carry these medicines in their backpacks or lunch sacks. Family members may come to school and bring medicine to administer to their child, as needed.

Be sure to report any chronic illnesses or immediate health concerns to the office staff and classroom teacher so they can document the condition appropriately, and notify relevant staff members to determine if any further action is required on the part of the school/district to ensure your child's health and safety while in our care.

Home and Hospital Instruction:

Home instruction is available if a student's medical or mental health condition will require an absence of three weeks or more. A physician must verify such an absence in writing. A credentialed Home and Hospital teacher will consult with the classroom teacher, and provide five hours of individual instruction weekly. A responsible adult must be home whenever the Home and Hospital teacher is present.

INSTRUCTIONAL PROGRAM

As a system, our instructional teams consider 4 key questions when planning for instruction for our students:

1. What do students need to know and be able to do?
2. How will we know they have learned it?
3. How will we support students who have not learned it yet?
4. How will we support students who have already mastered it?

Our [Multi-Tiered System of Support \(MTSS\)](#) identifies the resources and services available to provide each tier of students with the support needed.

What do students need to know and be able to do?

Content Standards:

Westwood applies State-approved academic standards for all subject areas: English/Language Arts, Mathematics, Social Studies, Science, Physical Education, Visual & Performing Arts, Social-Emotional Learning, and English Language Development. In order to support targeted instruction and maximize learning time, MDUSD has also identified Priority Standards in Math and Reading/English Language Arts, selected through a collaborative process in which we considered the Endurance, Leverage, and Readiness for the next level of learning of each standard.

Parents will be provided with information regarding specific grade level standards by classroom teachers at Back-to-School Night. Detailed information can also be found on the California Department of Education (CDE) [website](#).

Advancement Via Individual Determination (AVID):

Westwood is proud to be part of the [AVID](#) community, supporting students with the foundational skills and resources needed to be college and career ready. We are currently focused on developing students' organizational and note-taking skills, while increasing student engagement and active participation by supporting effective communication and collaboration strategies during classroom instruction.

Project Lead the Way:

Through a grant provided by the Chevron Corporation, we offer the [Project Lead the Way Launch](#) curriculum. PLTW Launch taps into young children's exploratory nature, engages them in learning that feels like play, and encourages them to keep discovering - now and for years to come. Our students have the added benefit of applying their STEM skills through continued PLTW programming available at El Dorado Middle School and Concord High School.

How will we know they have learned it?

Student progress will be determined through ongoing formative assessment (observation, verbal and written checks for understanding, etc.), benchmark assessments (i.e. trimester tests), and summative assessments (i.e. State assessments). Teachers collaborate regularly to review assessment results and to discuss students' progress toward the learning standards. Parents will be informed of student progress toward standards mastery, minimally, at the end of each trimester as reported on the **Report of Student Progress**. Parent-Teacher conferences are scheduled during the 1st Trimester, however, parents may make appointments to meet with teachers at any time throughout the year to discuss student progress or to address any concerns.

How will we support students who have not learned it yet?

Prevention, Intervention, and Enrichment (P.I.E. Time):

Our instructional schedule includes a ~45 minute block of time, 4 days/week in which teachers provide leveled instructional support for students related to Priority Standards in Math and English Language Arts. Teachers work collaboratively to review grade level achievement data and to group students based on performance on the targeted priority standard. Instruction is then designed to address the needs of each leveled group for a limited period of time (4-6 weeks) in order to ensure all students master the specific standard(s) addressed. Students requiring the most support are provided instruction within smaller groups and/or are given more time. Groups are flexible, meaning students can move into a different group depending on their progress. During this time, Students with Disabilities are pulled out of class to receive instruction addressing their specific IEP goals.

Tutoring:

Westwood partners with the Jewish Coalition for Literacy (JCL) to provide weekly tutoring during the school day for students who are in need of additional practice with reading.

After-School Intervention:

Each trimester, students are identified for needing additional academic support in either Math, Reading, Writing, or English Language Development, and are recommended to participate in after-school intervention classes, 2-3 days/week, 30-60 minutes/day. The number of students invited depends on the number of available teachers. Every attempt is made to keep intervention class sizes as small as possible in order to best meet each student's learning needs.

How will we support students who have already mastered it?

Within the PIE schedule (described above), students who have met or exceeded the targeted standard are provided with differentiated support as determined by the grade level teaching team (i.e. Literature Study Circles, Project-Based Learning, Choice Boards). These students are often given a selection of activities which address different learning styles and interests,

and which offer students the option to apply their knowledge and skills in unique and creative ways.

Homework:

Westwood's [Homework Philosophy](#) was developed in consideration of current research in the area of childhood development, and in collaboration with teachers and parents.

Minimally, students are expected to read and/or be read to for 20 minutes each night. Parents/guardians should also be monitoring their child's usage and completion of i-Ready lessons via ClassLink. Students should be completing 40 minutes and passing 2 lessons in *both* Math and Reading each week, in addition to assignments provided by the teacher. Parents may check their child's progress through the app in ClassLink.

Consider the use of board/card games, music, and puzzles/mazes/dot-to-dots, etc. to encourage word play, critical thinking, fine motor coordination, and math facts fluency practice.

MEALS AT SCHOOL



Westwood Snack Guidelines

We are fortunate to be able to offer a FREE daily 'brunch' for our students during their mid-morning recess. You may also choose to send your child with a *healthy* snack to eat during this time.

Snacks provide important fuel for our children and should be healthy, well balanced, and made up of wholesome foods. Sugary, high fat snacks should not come to school as they cause students to 'crash' and make it harder for them to sustain their attention during instruction. Also, the dye in some of these items stain students' fingers, and are transferred to walls, desks, papers, etc. Some research has also suggested that regular ingestion of these dyes/seasonings/additives may lead to behavioral issues, such as hyperactivity, and cause damage to the stomach lining. Treats should be limited, as part of a well-balanced diet.

For health and safety reasons, students must:

- eat at the designated snack tables (no eating while playing), and
- *NOT* share snacks. Students who repeatedly share food may be restricted from bringing snacks out to the playground.
- AVOID peanut-based products due to severe allergies for some students on campus.
- *NOT* chew gum (unless given previous authorization)

Thank you for helping *all* of our Wildcats thrive in a safe and healthy environment!

*Please check our district's Food and Nutrition website at <https://www.mdusd.org/departments/business-services/food--nutrition-services> for more information and guidance.

SNACK RECOMMENDATIONS

- ✓ Cheese and crackers
- ✓ Fresh Fruit
- ✓ Carrot Sticks
- ✓ Pita bread and hummus
- ✓ Cheese slices/sticks
- ✓ Yogurt
- ✓ Low-sugar granola bars
- ✓ Whole-grain crackers
- ✓ Apple Wedges
- ✓ Cereal/Trail Mix
- ✓ Pretzels

SNACKS TO AVOID

- ⊗ Dyed chips (e.g. Takis, Cheetos, etc.)
- ⊗ Candy/Gum
- ⊗ Donuts/Cupcakes
- ⊗ Cookies
- ⊗ Highly caffeinated and/or sugary beverages (e.g. soda, 'energy' drinks, etc.)
- ⊗ Peanut-based products
- ⊗ Items requiring a microwave or hot water

Snacks:

Children may bring healthy snacks from home to enjoy during the morning recess break.

Breakfast/Brunch:

FREE brunch is served daily during the first 10 minutes of your child's scheduled morning recess break. Students are required to take one piece of fruit with each breakfast.

Lunch:

Lunch is scheduled *after* the mid-day recess. All students are encouraged to eat nutritious meals from home or plan to eat the meals provided by our cafeteria. Students are expected to take 2 pieces of fruit/veggies with each lunch served at school.

Meals from home should not include items that require heating (i.e. Cup of Noodles). Due to safety concerns, microwaves are not available for student use.

Junk food is strongly discouraged. Candy, soda, drinks high in sugar/caffeine, and highly processed foods, such as dyed chips (Takis, Doritos, etc.), are strongly discouraged and should be minimized. Gum is not allowed.*

Milk is available from our kitchen for all students, regardless if they bring food from home or not.

It is important that students stay hydrated throughout the day. Students should bring reusable water bottles for use in the classroom and during meals and recess/PE. Water is the only beverage allowed inside the classrooms. The bottles may be refilled in the classroom or at the water bottle filling stations provided on campus. Water fountains are available in every classroom and throughout the campus. Be sure to label the bottle with your child's full name. If the bottle becomes a distraction, it will be confiscated and may be picked up at the end of the day.

For health and safety reasons, we have a strict NO SHARING policy, and students are required to eat only in designated areas. Students may not give away or sell food brought from home for similar reasons. The food item being shared or eaten outside of the designated area may be confiscated, if reminders/warnings are ignored. Confiscated items may be picked up in the office/from the teacher at the end of the day.

*Gum may only be used during class time as a formal accommodation for specific students, as determined by parents and school staff.

PERSONAL ITEMS

Students may not bring toys, games, or playground equipment from home. Personal items may be brought to school for instructional purposes or as a reward *only with prior teacher approval.*

If a student brings a personal item to school without permission, or uses it in a manner for which it was *not* approved, the item may be confiscated and kept with the teacher, or in the office, until picked up by a parent/guardian. The school is not responsible for personal items that are lost, damaged, or stolen.

Cell Phones and other Personal Devices:

Although cell phones are allowed on campus, per district policy, the phone must be turned 'off' (not just silenced) while on campus. Cell phones and other personal devices (e.g. smart watches) may be confiscated if they interfere with the instructional day (e.g. communicating with other individuals within and/or outside of campus). If confiscated, the phone must be picked up by a parent/guardian. Students have the option of turning their phones into the office in the morning before instruction begins, and pick them up after dismissal. Students who utilize this option, but who often arrive late to class, will lose this privilege. ***Note: Westwood is not responsible for lost, damaged, or stolen cell phones, and strongly recommends that phones remain at home.*** Phones and contact information are available in the classrooms and in the office, in case a student needs to contact family members. If you need to relay an urgent message to your student during the school day, contact the teacher via ParentSquare or contact the school's office at 925-685-4202.

Lost and Found:

Students should have their belongings ***clearly labeled*** and accept responsibility for their care. Found items are put in a rolling cart located in the front Courtyard. Smaller items, such as jewelry, glasses, etc. are turned into the office. Students and/or parents can look in the Lost and Found during school hours. The cart is cleaned quarterly, or more frequently, if needed. Any unlabeled items will be donated.

RESPONSIBLE USE POLICY (TECHNOLOGY)

The MDUSD [RUP](#) is included in the annual Universal Signature Form (see below), and a copy is included for your review during the Data Confirmation process in HomeLink. Students will not be permitted to use district devices or internet services until a signed RUP is received.

Chromebooks issued to students are the property of the Mt. Diablo Unified School District and should only be used for approved school assignments. They may not be shared or utilized for any other means outside of school.

SAFETY & SECURITY

It is our responsibility to provide a safe and secure campus environment with regard to building facilities and the conduct of adults and students on our campus. Our custodial team strives to

maintain a clean and safe campus. Adults and students are asked to report any potential safety issues to the office so they can be addressed promptly.

Disaster Preparedness / Emergency Procedures:

The school's [Comprehensive Safety Plan](#) is posted on our school and district websites, and a copy is available for review in our front office.

Each classroom is equipped with an Emergency Backpack, which includes Emergency information for each student and basic first aid and emergency supplies. These backpacks are carried out during recesses, drills, field trips, and actual emergency events. Additional supplies are located in a designated closet accessible via the playground. Fire, Earthquake, Shelter-in-Place, and Lockdown drills are conducted according to district and county guidelines.

Surveillance:

Security cameras are situated strategically throughout the campus to ensure the safety of all students, staff, parents, and property.

Parent Patrol:

Cleared Volunteers may sign up to be part of the Parent Patrol. These volunteers will be trained to provide additional supervision during the school day during recess/lunch, peak transition times, and during drop-off and pick-up. Volunteers may also choose to participate in special training to serve as Crossing Guards before/after school.

SCHEDULE

Click on the link for our typical daily [Bell Schedule](#). Teachers will provide more detailed daily/weekly instructional schedules for their class/grade.

STUDENT CONDUCT AND DISCIPLINE

Westwood implements a Multi-Tiered System of Support, with research-based strategies to provide positive and restorative approaches for supporting students' social-emotional well-being and appropriate school conduct. Through this model we strive to provide a learning environment in which *ALL* students are treated with respect by adults and peers alike, and feel welcome, safe, and appreciated. We have clearly stated expectations for behavior that are taught explicitly, and reinforced consistently across all settings through positive reinforcement. The students are expected to follow 3 school-wide rules:

Be Safe
Be Responsible
Be Respectful

Students who engage in inappropriate conduct, while on campus, during school-related events/activities, or while going to/coming from school are subject to disciplinary action according to district guidelines and the education code of the state of California.

Detailed information about how we support positive behavior and social-emotional well-being, and address negative behaviors can be found in our [PBIS Handbook](#).

Bullying & Harassment:

Bullying is defined as aggressive acts intentionally directed at another individual, repeated over time, where there is a real or perceived imbalance of power. Bullying is NEVER tolerated.

Conflict vs. Bullying: Conflict is a natural and normal part of human development, from childhood through adulthood. Our goal is to help students learn to manage conflict, and the effects, in healthy and appropriate ways. We model and utilize the “I Message” and “Clean Up” tools to provide students with the skills to effectively communicate their feelings and needs. These restorative conversations are facilitated by adults. In order to determine if the child is experiencing true ‘bullying’, we consider the following questions:

- Is only one person harmed in the incident, or are all individuals involved negatively affected?
- Is this a one-time event, or has it happened repeatedly?
- Is one person, or group of people, attempting to gain control over the other(s)?
- Did the negative behavior continue, even after the individual(s) was/were asked to stop, or after other interventions were attempted?

Victims, witnesses, and parents are encouraged to immediately report instances, or suspected instances, of bullying to the supervising staff member or classroom teacher. Reports will initiate an investigation into the specific complaint, and may be referred to the office for further action.

Steps for Reporting and Follow-Up

1. Student (victim) informs a teacher, principal (or admin designee) and fills out an Incident Statement.
2. Principal or designee verifies the incident occurred, investigates, and determines whether the incident is a conflict or bullying.
3. Principal or designee takes appropriate actions to resolve the conflict or bullying, keeps a record of this information and continues to follow up with students (both victim and student who committed the act)
4. Principal or designee informs the parents /guardians of both the victim and children who committed the act, the nature of the incident, results of the investigation, and types of actions, consequences and follow up that will be taken to resolve the situation (as appropriate to ensure confidentiality).

5. If either party disagrees with the resolution of the complaint, they may file an appeal to the Director of Student Services.

Possible Consequences:

1. Warning/Loss of Privilege
2. Letter of Apology
3. Restorative Conference
4. After School Detention
5. Conference with Principal/Teacher/Parent
6. In School Suspension/Out of School Suspension

Weapons or Drugs:

Possession of dangerous objects, including real or imitation weapons, or drugs, including drug-related paraphernalia, is a serious violation and will be handled accordingly by school authorities, and a student may face suspension or expulsion. If a student discovers they inadvertently brought such an object to school, they should notify the teacher immediately in order for the item to be confiscated and avoid any unintended consequences, including serious injury or death.

Due Process:

If there is a question regarding a disciplinary referral, parents should contact your student's teacher. If this attempt to clarify and to reach an understanding is not successful, the parent may contact the principal.

STUDENT SERVICES AND PROGRAMS

In addition to the classroom program, students may receive additional support and/or participate in specialized school programs.

Coordinated Care Team (CCT): Our school has established a CCT to assist in monitoring student progress and to identify services and supports to address students' academic, mental health, behavioral needs, or other areas that may be interfering with a student's ability to effectively access his or her instructional program. The 'Care Team' is made up of the Principal, School Psychologist, School Counselor, Resource Specialist, and Speech Therapist(s). Student cases may be referred to the CCT by the parent, teacher, or other staff member, or based on the analysis of school-wide assessment data. Teachers will notify parents prior to making a referral. A **Student Success Team** meeting may be scheduled to provide an opportunity for the CCT, teacher, and parent to develop an Action Plan to support improvement in the area(s) of concern. Students who do not appear to be responding to recommended interventions, over time, may be referred for further evaluation to determine

eligibility for Special Education or Section 504 services, or for consideration of district-level support and services not available at the school site.

Special Education: There are various special education services designed to meet the educational needs of children who require specialized help or a different setting to be successful. A formal evaluation process determines eligibility for the following services, available on site: Speech and/or Language Therapy, Specialized Academic Instruction (part-time Special Education), Special Day Class (full-time Special Education), Adaptive P.E., ASL Interpreter Services, Occupational Therapy, Physical Therapy, Counseling, etc. Students may be referred for special education evaluation by teachers and/or educational rights holders. The school team must reply to requests within 15 days of receipt.

Westwood hosts two Special Day Class programs, supporting students with Extensive Needs and those whose primary disability is Deafness/Hard-of-Hearing.

Section 504 Program: Students with identified disabilities and/or physical or mental health conditions that interfere with a major life activity may be eligible to receive an Accommodation Plan to ensure full access to the educational program. Students can be recommended for evaluation for eligibility by a teacher or educational rights holder.

English Learner Services: English Language Learner services are provided to all students who speak a language other than English at home, as determined by the Home Language Survey completed during the registration process. These students are evaluated to determine their degree of proficiency in English language skills in the areas of reading, writing, listening, and speaking. Students working toward fluency in English receive designated English Language Development (ELD) instruction in leveled groups for at least 30 minutes daily. In addition, all teachers have received specialized training for providing Specially Designed Academic Instruction in English (SDAIE) to support the acquisition of English throughout the instructional day. Parents/Guardians of students pursuing multilingualism are strongly encouraged to be actively involved in our school's [English Learner Advisory Committee](#).

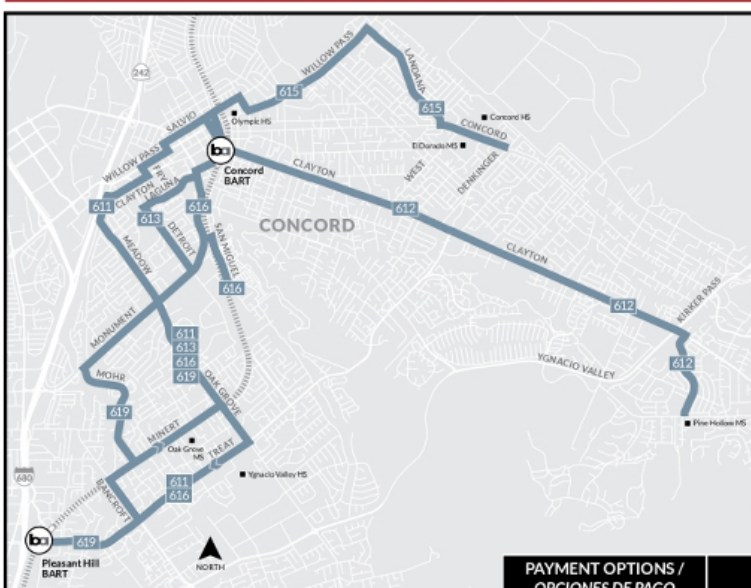
Counseling: We offer short-term (6-8 weeks) individual or small group counseling services provided by a School Counselor. Students may be referred by staff members or parents/guardians, with signed permission by the student's legal guardian(s). Our School Counselor also facilitates classroom workshops focused on bullying prevention, conflict resolution, self-regulation, social skills development, and other topics.

TRANSPORTATION

Students with disabilities may be eligible for district provided transportation. Parents/guardians with students attending a Special Day Class program outside of their residence school may apply for transportation online: [Transportation Request Form](#).

The MDUSD does not provide transportation services, except for students with special needs attending *full-time* special day class programs in schools outside of their residency area or students overflowed to another school site located more than 1.5 miles away from their home school. Information regarding accessing public transportation is included below:

County Connection



MT. DIABLO SCHOOL DISTRICT

School Routes

Concord High - 615
El Dorado Middle - 615
Oak Grove Middle - 611, 613, 616, 619
Pine Hollow Middle - 612

Additional Service on Local Routes

College Park High - 18, 20, 28
Diablo View Middle - 10
Mt. Diablo High - 17
Pleasant Hill Middle - 18
Sequoia Middle - 18
Valley View Middle - 18, 20, 28
Ygnacio Valley High - 7, 11, 15



[CLICK HERE](#) for more information on Pass2Class and Youth Clipper Card. You may also scan the QR code or call 925-676-7500.

[HAGA CLIC AQUÍ](#) para obtener más información sobre los pases de transporte público disponibles para su estudiante. También puede escanear el código QR o llamar al 925-676-7500.

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PAYMENT OPTIONS / OPCIONES DE PAGO	ELIGIBILITY / ELEGIBILIDAD	VALID ON / VÁLIDA EN	COST / COSTO
Pass2Class (scan QR code below) (escanear código QR)	Students 19 years and younger in Contra Costa Estudiantes de 19 años y menores en Contra Costa	County Connection	2 Months Free 2 meses gratis
Youth Clipper Card (scan QR code below) (escanear código QR)	Youth ages 5-18 Jóvenes de 5 a 18 años	All public transit Todo el transporte público	\$1.60
Cash	General (Adult/Youth) General (Adulto/Jóvene)	All public transit Todo el transporte público	\$2.50

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VISITORS

Westwood welcomes visitors. Arrangements must be made with the teacher/service provider and administrator prior to the visit. All visitors must check in at the office, sign-in, and obtain a Visitor's Badge upon arriving at the campus. School visits are limited to 20 minutes, and visitors must be accompanied by the principal/designee or district administrator at all times. If an individual would like to observe for a longer period of time, prior approval must be obtained from the principal. Visitors are expected to follow all school rules, and respect the learning environment. In order to avoid disruption, direct contact with students should be avoided, and arrangements should be made to talk to the teacher *outside* of instructional time. Please make arrangements for the care of young children so they will not distract the students or disrupt the learning environment.

VOLUNTEERS

We strongly encourage and appreciate parent/guardian and community involvement! Volunteers may help in a variety of capacities, in and out of the classroom. Please contact your child's teacher and/or the front office if you are interested in donating your time to support the school. All visitors must sign in at the office upon arrival on campus and obtain a Volunteer Badge/Sticker.

Fingerprint and TB Clearance:

All volunteers who will be in the presence of students, including field trip chaperones, must show proof of a clear Tuberculosis screening (within 60 days of submission of the Volunteer Application) and fingerprint clearance. TB screenings must be renewed every 4 years. Please follow these [instructions](#) to apply.

Volunteers shall act in accordance with district policies, regulations, and school rules. At their discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules to leave the campus. Staff members also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Parent/Community Engagement:

Here are some ways you can stay involved (no special skills required). You may sign up to be a Westwood PFC volunteer at www.WestwoodPFC.org:

Back-to-School Night	Parent-Teacher Conferences
PFC Meetings	Room Parent
Music Concerts	Preparation of Classroom Materials
Parent Trainings	Fun Run
Awards Assembly (3)	Field Trips Chaperones
Open House	Fall Carnival
Costume Parade	Grade-specific Activities
Classroom Support	School Site Council

Family Activities/Events
Supervision
Gardening/Beautification
Art Gala
After-School Enrichment
Red Ribbon Week
Student Council

English Learner Advisory Committee
Safety Patrol
Book Fair
Spirit Store
Family Dance
Peacemaker Program
Outdoor Education

VISITORS & VOLUNTEERS

DO

- Complete fingerprint and TB clearance clearance process through MDUSD.
- Sign in at the office upon arrival and wear your name badge/lanyard.
- Be approachable – smile, be kind, listen.
- If there are questions you can't answer, direct students to the nearest staff member.
- Be alert – if a situation arises that is affecting students' emotional or physical safety, please intervene by encouraging students to be calm and "check-in". For further intervention, notify a staff member right away.
- Be inclusive – ensure no student feels left out.
- Be available – the goal is to be of service to the school, students, and staff.
- Be present – cell phones should be silenced and put away.
- Sign out in the office when you leave.
- Provide feedback to help us identify concerns, successes, and monitor programs.

DON'T

- X Never engage in conduct that is disrespectful to students, other volunteers, or the staff.
- X Don't discipline students directly. If a situation arises, ask a staff member for help.
- X Don't use student restrooms (adult restrooms are located in the office).
- X Never be alone with students. Always be visible to other adults.
- X Never use profanity/negative language.
- X Never use any form of tobacco, alcohol, or drug on school grounds.
- X Do not divulge confidential information about students or faculty, including observations of behavior or academic progress -- respect confidentiality policies and privacy.
- X Don't be disruptive when classes are in session – work quietly, and avoid engaging in conversation with other volunteers, staff, or students during instruction.



⁴Volunteers shall act in accordance with district policies, regulations, and school rules. At his/her discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules to leave the campus. Staff members also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

School Site Council (SSC):

The SSC meets monthly to develop and monitor the school's Single Plan for Student Achievement (SPSA) and related budget. Parents and/or Community Members are elected by their peers to make up 4 of the 8 member Council. Nominations and elections are held annually in August/September, and as needed throughout the year. Members serve two-year terms. All members of the Westwood Elementary community are encouraged to attend our monthly meetings.

English Learner Advisory Committee (ELAC):

The ELAC is a committee made up of parents of students who are learning English as another language, along with teachers, the English Learner Support Teacher, and the Principal. At least 5 meetings are held annually to discuss topics related to the specific needs of our English Language Learners, and the services designed to support their success. Childcare and interpreter services are available upon request.

Parent-Faculty Club (PFC):

All parents/guardians are automatically members of our PFC - participation is free. Westwood has an active Club, which strives to engage families in events and activities that build community and generate school spirit. PFC fundraisers also provide much needed funds that support the purchase of materials and programs not available otherwise. The PFC meetings are held the last Tuesday of each month from 6:30-8:00 p.m. Babysitting is available for in-person meetings. Visit www.westwoodpfc.org for more information regarding whether the meetings will be held in person or via a video conference format, or both.

Costume Parade:

See information regarding our costume policy and annual Costume Parade [here](#).

Lunch:

Family members may join their student(s) for lunch with prior arrangements. A specific location will be designated for the family. Students, not part of the family, may not join the luncheon without prior written permission provided by the parent/guardian of that student. Please contact the office for further information. Families will be invited for a school-wide family picnic during the lunch hour at least 1 time/year.

UNIVERSAL SIGNATURE FORM and RESPONSIBLE USE POLICY

Each Fall via HomeLink parents/guardians are asked to review and indicate understanding of critical MDUSD policies and procedures via the Universal Form. Be sure to read the information on the form and in the referenced documents thoroughly *with your student*. More detailed information regarding MDUSD's Responsible Use Policy (RUP) can be found <[here](#)>.

Students who do not have an authorized RUP will be unable to access instructional technology resources.

Please note: Your child will NOT be photographed during the Fall or Spring picture program if you indicate that you do not authorize permission for 'media release' of your student's image.