



2725 S. Campus Ave., Ontario, CA., 91761 (909) 923- 3455, (909) 548- 6059
www.woodcrest@chino.k12.ca.us

2022/ 23 Student Handbook
“BE SAFE, BE RESPECTFUL, and BE RESPONSIBLE”

NAME: _____

PERIOD	SUBJECT	TEACHER	ROOM #
1			
2			
3			
4			
5			
6			

Parents should Review Student’s Planner Daily

TESTING TEACHER: _____

Students are expected to fill in the assignments for each class *every day* in the Binder Reminder.



Woodcrest Jr. High Bell Schedule

Regular Bell Schedule

9:12	-	10:03	-	1st Period
10:07	-	10:10		Announcements
10:10	-	11:01		2nd Period
11:05	-	11:56		3rd Period
12:00	-	12:30		Lunch
12:34	-	1:25		4th Period
1:29	-	2:20		5th Period
2:24	-	3:15		6th Period

Tuesday - Early Out

9:12	-	9:54		1st Period
9:58	-	10:40		2nd Period
10:44	-	11:26		3rd Period
11:30	-	12:00		Lunch
12:04	-	12:46		4th Period
12:50	-	1:32		5th Period
1:36	-	2:18		6th Period

Minimum Day

9:12	-	9:49	-	1st Period
9:53	-	10:30		2nd Period
10:34	-	11:11		3rd Period
11:15	-	11:45		Lunch
11:49	-	12:26		4th Period
12:30	-	1:07		5th Period
1:11	-	1:48		6th Period

Assembly Rally Schedule

9:12	-	9:54		1st Period
9:58	-	10:40		2nd Period
10:44	-	11:26		3rd Period
11:30	-	12:00		Lunch
12:04	-	12:46		4th Period
12:50	-	1:32		5th Period
1:36	-	2:18		6th Period
2:22	-	3:15		Assembly

SCHOOL SUPPLIES AND BOOKS

It is suggested that all students use a 3-ring binder containing the following items: lined notebook paper, zipper pouch, pens (blue/black), pencils, eraser, ruler, colored pencils, subject dividers with folders for each class, *and a silent reading novel*. **NO (Sharpies) PERMENANT MARKERS.**

Each student is responsible for all textbooks issued to him/her. If a textbook is lost or damaged, the student should report this to the *Library Media Assistant* and discuss arrangements for payment. All textbooks are required to be covered. Free book covers are available in the library.

ACADEMIC DISHONESTY POLICY

Academic Dishonesty can be cheating, copying (from a book, web source, or another student, plagiarizing, turning in work that is not your own, or allowing someone to copy your work.

Follow High Schools' policies which include the possibilities of:

1. Contact Parent
2. '0' on assignment and no make-up work given
3. Detentions
4. Suspension from extra-curricular activities (ex. band, track, dances, movies, etc.)
5. 'N' or 'U' in citizenship
6. Noted on school records
7. Ineligible for academic honors for the year
8. Suspension from school

HOMEWORK POLICY

****Check teachers webpages and Office365 Apps****

Students will be assigned approximately **60-90 minutes of homework four nights a week**.

Depending on individual classes, and students' ability levels, homework will vary per student.

Homework Make-up Conditions:

- **ABSENCES** – Students will be given the opportunity to make-up schoolwork missed due to an absence (except truancy) and to receive credit if the work is turned in according to a reasonable make-up schedule.
- **SUSPENSION** – The teacher will require the student to complete any assignments and tests missed during the suspension (Education Code 48913).
- **TRUANCY** – Students should not expect to receive credit for the time missed, nor should they expect the opportunity to take any missed tests for credit.
- **VACATION** – Students may receive credit for time missed if they and their parent has signed a Short-Term Independent Study Form and completed the assigned homework. Contact the office **at least one week prior** to the vacation to make these arrangements. ***Students are expected to complete all assignments. Students will receive a “zero” for work not completed.***

Extended Absence Homework Request

If your child's absence will be 3 days or more, you are encouraged to contact the school for make-up assignments.

PLEASE ALLOW 24 HOURS RESPONSE TIME. Call (909) 923-3455

PHYSICAL EDUCATION

All students are expected to dress out in P.E. clothes and participate daily in P.E. activities unless they have an excuse.

1. Grey or ash top (T-shirt, blouse, short sleeve sweatshirt).
2. White gym socks.
3. Standard gym shorts (may be purchased at any local department store).
4. Tennis shoes (no slip-on types).
5. Optional cold weather attire – gray sweatpants/sweatshirt.
6. Woodcrest PE clothes may be purchased through the PE teacher. Tops and bottoms must be marked with last name and first initial.
7. Lock for PE locker (can be purchased through the school)

****Students who do not have their PE clothes will be given “loaner” clothes to wear for the day.**

Valid P.E. Excuses

1. Permanent and/or any excuses over 3 days: must have a doctor's note.
2. Temporary excuses: Parent/guardian note is required for any student who has received an injury or has been ill and cannot participate.

Students excused from P.E. will perform other related schoolwork.

OUTSIDE FOOD/DRINK POLICY

Students are NOT allowed to order outside food for delivery to Woodcrest Junior High School.

If a parent decides to deliver outside food, it must not be shared with other students. We have many students with multiple health conditions and outside food, or fast food can have serious ramifications on other students' health.

Parents/Guardians may only bring food for their student, not any of their friends.

Fast Food that is delivered by a parent or guardian must be eaten in the school office. Fast food causes a disruption and an overwhelming pressure to share with friends, which can lead to jealousy and quarrels.

AFTER SCHOOL INTERVENTION PROGRAMS

ACADEMIC INTERVENTION

Academic Intervention is provided for students who are below a 2.0 GPA and need help with concepts and homework. Students who are above a 2.5 GPA will be exited from the program at the end of the grading period.

These programs are available after school. A schedule of classroom locations is available in the front office.

PARENT CONFERENCES

Parents may request a conference with their student's teachers by contacting the **teacher via email**.

ACTIVITY PARTICIPATION

Extra and Co- Curricular Activity Participation

A student will be eligible to participate in extracurricular and co-curricular activities if the following conditions are met:

1. The student has not received two (2) or more unsatisfactory citizenship grades (U) during the last applicable grading period.
2. The student has achieved a minimum grade point average of 2.0 the previous grading period.
3. The student **must attend school on the day** of participation in the extra-co-curricular activity. If said activity is to take place during the instructional day or some portion thereof, the student is to attend all classes up to the time the activity is to occur.
4. Student cannot be suspended (class suspension, on campus suspension or off campus suspension) during the designated time frame.
5. **Less than 6 tardies.**

Promotion

At the end of the year there will be several promotion activities to celebrate the completion of junior high school. Woodcrest believes that these promotion activities are for students who meet minimum standards or better in both academic performance and behavior. **Students must have a 2.0 G. P. A. and receive no more than two (2) "U" grade in citizenship and have no outstanding charges for books.** Students on suspension or pending expulsion at the time of these activities will not be allowed to participate. It is important that students and parents understand that students must meet these minimum standards and that the standards will not be waived to allow for promotion.

Students must dress appropriately for these activities. They should wear appropriate tasteful clothing. No tuxedos or gowns, or clothes that are too revealing should be worn. If you have questions about clothing, please call the school office.

AWARDS DURING PROMOTION

1. 4.0 for one (1) year
2. 4.0 for two (2) years
3. Perfect attendance for 7th and 8th grade
4. Perfect attendance for 1st – 8th grades
5. Wolverine of the Year (Students who exemplify academic achievement, good character, citizenship and leadership)

RENAISSANCE

Renaissance is a school-wide program which promotes the idea that every student who is successful in school should be recognized and rewarded. At Woodcrest Jr. High School, the Renaissance program has various components of parents, administrators, teachers and students, each playing an important role in the program at Woodcrest Jr. High School.

Gold: 4.0 and NO Ns or Us in citizenship

Silver: 3.99 – 3.50 and no more than one (1) N and no Us in citizenship

Bronze: 3.49 – 3.00 and no more than two (2) Ns and no Us in citizenship

Rewards:

May include Renaissance t-shirt, bracelets, necklaces, prizes, and attendance into exclusive assemblies.

PBIS (POSITIVE BEHAVIOR SUPPORT)

Woodcrest JHS has implemented PBIS (Positive Behavior Intervention and Supports) program for student discipline. The PBIS program works to reward students that are making Positive Behavioral choices. Students are receiving instructions specific to behaviors in an effort to inform them of the expectations. We ask for your support as we continue to make Woodcrest JHS focused on high expectations for learning and behavior! By following the three basic principles:

Be Responsible, Be Respectful, and Be Safe, students can easily avoid problems and be successful on our campus. Students are expected to demonstrate the appropriate behaviors at all times on campus, at school activities, and to and from school. Some of the rewards students may earn include:

1. Front of the lunch line pass
2. Gift Certificates
3. Prizes
4. Mile Run Shirts
5. Renaissance Shirts and accolades

DISCIPLINE PROCEDURES

Woodcrest JHS has been working diligently to streamline our discipline procedures and make it easier to understand for staff, parents and students.

Low Level Referrals: Low Level Referrals are earned when students display behaviors that impede the learning process, are not respectful, responsible, or safe.

High Level Referral (HLR) Process: A staff member may refer a student for office discipline when: 1. After a student has accumulated 4 “minor” offenses or

Low-Level Referrals

2. If offense is extreme. Examples include but are not limited to:
 - a. Fighting
 - b. Possession of a weapon or weapon-like object
 - c. Possession of an illegal substance

ATTENDANCE

Each student is responsible for attending school each day of his/her enrollment (180 days a school year) unless he/she is ill or has a doctor or dental appointment. To excuse an absence before returning to school, the parent should call the school (909-923-3455), or the student may bring a note to the Attendance Clerk with the following information.

1. Date note is written.
2. Student’s name (first and last).
3. Day, date, and period of absence.
4. Reason for absence.
5. Full signature of parent guardian.

Students clearing absences need to report to the attendance office prior to 7:35am

Absences that are cleared as a personal reason (vacation, no transportation, funeral for a non-immediate family member, woke up late, etc.) are coded as a “U” = “unexcused”. This means that the parent is aware of the absence, but it is considered a non-justified reason. Once a student receives 3 U’s (all day absences or period absences) during the year, the parent will receive a *First Notification of Truancy or Excessive Absences* phone call. After 6 U’s during the year, the parent will receive the *2nd Notification of Truancy or Excused Absences*. This phone call requires the parent to come in and meet with the administration regarding the absences. *Third Notification of Continued Truancy* to the home after a student receives 9 U’s.

These phone calls can be avoided by having your child absent only due to illness or doctor appointments. Upon advance written request by the parent, and approved by the principal, absences can be excused as an “E” for justifiable personal reasons such as: appearance in court, attendance at a funeral service, observation of a holiday or ceremony of his/her religion, attendance at religious retreats not to exceed for four hours per semester. Absences for these reasons are coded with an “E” = “excused”. If you take your child to the doctor, we ask that you bring a note from the doctor for the visit. We will then code the absence that a doctor note was provided for the absence. It is not mandatory, but it will serve as documentation should the

absences become excessive in the future. After 14 absences without a doctor note, we are entitled to require one to clear further absences using an “E”.

TARDY POLICIES

Classroom Tardy Policy

Students must be in their assigned seat before the tardy bell rings.

1st Tardy: Warning.

2nd Tardy: Afterschool or lunch detention and a Concern Check or phone call.

3rd Tardy: Parent contact, Concern Check or phone call, after school or lunch detention.

4th Tardy: Referral, parent contact, administrative detention (one hour).

5th Tardy: Referral, SWSP, parent conference.

6th & Subsequent Tardies: Referral, parent conference, lunch detention, administrative detention, SWSP, loss of extracurricular privileges (dances, clubs, sports, etc.) possible Advisory Council, SARB.

SCHOOL RULES AND REGULATIONS

Standard Classroom Policy

1. Be prepared.
2. Be on time.
3. Stay on task.
4. No eating, drinking, or chewing food or gum.
5. Keep hands, feet, and objects to yourself.
6. Respect people and property.

Each teacher will send home a class letter at the beginning of the school year delineating any additional classroom rules.

1. **Gum is prohibited on campus at all times.**
2. **Cell phones must be turned off during school hours and while on campus.**
3. **All entertainment devices including (but not limited to) iPods, etc. must be silenced, turned off or left at home. Air pods or earpieces of any kind are also prohibited.**

Cell Phone Policy

1. Cell phones, and all other electronic devices, should be silenced or turned off during school hours and while on campus.
2. Electronic devices (cell phones, iPods, smart watches, earbuds etc.) should be secured away in back pack or left at home.
3. Cell phones may be used **outside of the campus gates before or after school.**

The following information was presented to students during Expectation Assemblies held in August and again in February:

Cell Phone/Electronic Device Use

Before and after school **OUTSIDE THE GATES.**

Violation results in phone/earbuds/electronic device being confiscated and returned to parent.

Consequences

First 6 weeks of school:

1st Offense: Warning

2nd Offense: Confiscation, parent pick up and lunch detention

3rd - 4th Offenses: Confiscation, parent pick up and after school detention
5th + Offenses: Suspension

7th Week of school - End of Year:

1st - 2nd Offense: Confiscation, parent pick up and lunch detention

3rd - 4th Offenses: Confiscation, parent pick up and after school detention

5th + Offenses: Suspension

The Board of Education sets forth the following guidelines that students shall conform to the regulations of the Board, the Superintendent, the Principal, and the teachers of the District pursuant to Board Policy 1003.0401-RE.

General Guidelines

1. Follow the directions of *all* school personnel.
2. *This is a closed campus.* Remain on campus unless your parent has signed you out through the office.
3. Eating is only permitted during lunch hours in the designated lunch areas. Students with diabetic problems should see the school nurse for exceptions to this rule.
4. "Walk or carry" bicycles, skateboards and scooters on campus. Helmets are required by law. All bicycles, skateboards and scooters must be locked and placed in the bicycle compound. The school is not responsible for lost, damaged, or stolen bicycles, skateboards and scooters.
5. Students are to be on campus only for their scheduled classes or an authorized school activity.
6. Students are responsible for their own property and for all school materials issued to them.
7. *No* gum, candy, or sunflower seeds, etc., allowed on campus.
8. All personal items not relating to classroom instruction should be left at home (i.e., cell phones, computers, games, skateboards, trading cards, cameras, and assorted toys). The school is not responsible for these items. Items will be confiscated and released only to a parent.
9. Hazing (initiation) and/or intimidation (bullying) of a student will not be tolerated. Students are requested to report all incidents of hazing or intimidation to a staff member.
10. Sexual harassment will not be tolerated and is cause for serious disciplinary action.
11. No graffiti paraphernalia should be in any student's possession at any time.
12. Signs of affection between students are not permitted.
13. **No** e-cigarettes, hookah pens, e-hookahs, vape pipes, cigarettes, tobacco, matches, lighters any products and pipe accessories are **NOT** allowed on campus.

Expectation Assemblies:

Assemblies will be held at least twice a year. Administration will review schoolwide expectations, discipline procedures, awards, consequences, rewards and requirements for end of the year activities.

CONSEQUENCES FOR STUDENT MISBEHAVIOR

Students who interfere with the learning process or students with behavior problems will be subject to disciplinary actions. The appropriate action taken by school officials will be in accordance with Board Policies and State law.

Detentions/Teacher Detention

Students who are disruptive to the normal classroom environment will serve an afterschool detention from 1:50 to 2:20 with their teacher.

Administrative Detention

Students who break school rules will be assigned an afternoon detention for one hour. This detention is served from 1:50 to 2:50 P.M. **Suspension**

Acts of misconduct that result in serious infraction of the Ed. Code will result in suspension from school. A student that has been suspended must remain at home and is not allowed on campus.

Expulsion

Serious acts of misconduct will result in expulsion from the District. This is an administrative and school board decision for severe violation of school rules.

Elastic Clause

With appropriate notification, the administration may change or add regulations at any time in accordance with District Policy.

STUDENT DRESS AND GROOMING

It is the intent of the Board of Education that students be dressed and groomed in a manner which will not interfere with or detract from a school environment conducive to academic learning or study, disrupt or threaten to disrupt the educational or instructional process, or create or present an unnecessary or unreasonable risk of injury or harm to any student.

It shall be the policy of the Chino Valley Unified School District to enforce the requirements of Title 5, Section 302, of the California Administrative Code which provides: "A student who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the school room before entering."

Guidelines for Student Dress and Grooming at School and at School Activities

1. Student dress which disrupts or threatens to disrupt the instructional process, or which creates an unnecessary or unreasonable risk of injury or harm to any student is prohibited.
2. Student grooming which disrupts or threatens to disrupt the instructional process, or which creates an unnecessary or unreasonable risk of injury or harm to any student is prohibited.

3. Each school shall allow students to wear sun-protective clothing, including but not limited to, hats as approved by the principal, for outdoor use during the school day. (Education Code 35183.5)

Specific Minimum Dress and Grooming Standards

1. Shoes must be worn; the absence of shoes will be allowed only upon a showing of medical necessity. Shoes that are a hazard to student safety (open toed shoes, strapless, slip ons) may not be worn.
2. Footwear (i.e., shoelaces) that shows affiliation with and/or is reflective of non-school sponsored club or gang is not permitted.
3. Absence of undergarments and/ or pajamas are not permitted.
4. Clothing which allows undergarments to be visually observed is not permitted. Sports bras are undergarments and must be covered.
5. The absence of a shirt or other clothing covering the upper torso is not permitted.
6. Bare midriffs are not permitted.
7. Halter, tube, spaghetti straps or strapless tops are not permitted. Tops must cover the bra strap.
8. Shirts, tops, blouses, or sweater tops unbuttoned below the sternum are not permitted.
9. Bathing suits are not permitted (except when in use for P.E. activity).
10. Short shorts, which allow undergarments to be seen, are not permitted.
11. Dresses, skirts or pants, which are slit more than six inches above the knee, are not permitted.
12. Tattered clothes, which reveal bare skin or undergarments, are not permitted.
13. Clothing containing emblems, printing, lettering, or pictures pertaining to drugs, alcohol, sex, profanity, or gang affiliation is not permitted.
14. Clothing, grooming, or make-up that is obscene or defamatory, or that so incites students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school regulations, or the substantial disruption of the orderly operation of the school is not permitted.
15. Jewelry, which creates a health or safety hazard, is not permitted. **Facial jewelry is not permitted.**
16. Jewelry, which can be readily or reasonably used as a weapon, is not permitted.
17. "Gang type" attire and/or any other attire which includes oversized clothing such as oversized T-shirts, oversized and/or sagged pants, and oversized shorts with long white socks or oversized overalls are not permitted. Pants must fit at the waist without requiring alteration. Military style clothing and trench coats may also be excluded.
18. Oversized, hanging belts are not permitted.
19. Clothing with professional team or college logos as approved by the school principal is permitted.
20. Tattoos must be covered at all times.
21. Accessories such as, but not limited to hair nets, shoestrings, wristbands, belts, belt buckles, chains, bandanas, which advocate and/or cause disruption on campus and/or other acts of violence, demonstrate gang affiliation, or may be used as weapons are not permitted.

22. Only unaltered medically/religiously required hats/head coverings or unaltered school hats, as approved by the school principal, are allowed (principal's discretion). No hats are to be worn indoors.

DISTRICT POLICY FOR DETERMINATION OF VIOLATION

1. Dress or grooming by student, which violates the District guidelines but is not expressly delineated within District or school site regulations shall be considered and reviewed by the site administration in charge.

The site administrator shall make a determination of whether the dress or grooming matter at issue violates District policy and, if so, shall undertake appropriate action to immediately bring about the student's compliance with the district guidelines including, but not limited to, contacting the student's parents/guardians and seeking the cooperation and assistance of the parents/guardians.

2. Upon first violation of the District dress and grooming regulation, the student will be warned.

Parents/guardians will be contacted and asked to bring appropriate attire to the school, or the student may be sent home to comply with the dress and grooming regulation. The student and parent/guardian will be notified that if there is a second violation of the district dress and grooming regulation, the student will be suspended from school for 1 to 3 days depending on the student discipline record. If there is a third violation, progressive discipline will be followed.

STUDENT SERVICES

Guidance and Counseling

In the matters of classroom behavior or academic achievement, parents should contact the individual teacher before contacting the administration. The school administration will be available for consultation and guidance throughout the year. We encourage all students and parents to consult the administration anytime they have concerns relating to class programs, academic progress, or any areas relating to our school. Parents who have serious concerns about their child's academic standing should contact the administration regarding alternatives in resolving the problem. It is our intent to be responsive to your needs.

Health Services

A health technician is on campus Monday through Friday from 8:00 to 1:30 P.M. When on campus the nurse will give first aid, conduct hearing and vision screening, teach health, assist in immunization programs, and keep records about your child's health. The nurse will question your student directly about his/her health-related habits if he/she comes in for health problems. The nurse will counsel parents if help is needed in health matters. Parental cooperation will help the school eliminate health hazards in the school environment.

The nurse and health technician may NOT dispense any medication, whether prescription or over-the-counter, to a student without a doctor's order. A medication request form signed by a medical doctor must be on file in the health office. (Teachers may not dispense any medication) Ways students can make the Health Office more effective:

1. If a child wakes up ill, he/she should consult their parents about remaining at home for bed rest.
2. **It is important that the student emergency card is kept current. It is very important that we have current phone numbers to be able to contact parents in case of an emergency.**
3. When your child comes to school, bring any medicine they may need to the health office. It must be labeled and left in the nurse's office. Students may bring medicine only if accompanied by a signed authorization form from doctor and parent.
4. When students become ill at school: Report to the classroom teacher and get a referral slip. Students **MUST** check in at the health office. This is for their protection and our only proof that they were in the health office.

LIBRARY

The **library hours** are from **7:30 - 2:45** on Monday, Wednesday, Thursday and Friday and is **closed from 12:00 – 1:00 p.m.** On Tuesday the library hours are from 7:30 – 1:00 p.m.

FOOD SERVICES

Cafeteria - Box lunches are available for all students.

A la Cart – Items are available at the snack cart at a reasonable price; however, this is not intended to replace lunch.

Free and Reduced Lunch and Breakfast – If you feel your student qualifies for free or reduced lunches, you may contact the district office for an application. (909) 628-1201 ext. 1500

my School Bucks – The school district website at <http://chino.groupfusion.net> offers online payment of school lunches under Parent Resources. Click on **School Lunches:** **myschoolbucks.com** to access this feature.

OTHER CAMPUS INFORMATION

Campus Visitors

THIS IS A CLOSED CAMPUS.

All parents and visitors must check in at the front office. No other visitors or guests will be allowed on campus.

Student Release

Parents must come into the office to sign out their student. The student will be released to only those persons listed on the emergency card. If a parent desires to have another person

pick-up their student from school who is not on the emergency card, the parent needs to provide the following information about the person(s) to the school:

1. Full name.
2. Home phone number.
3. Work phone number.
4. Dates child will be in their care.
5. Medical permission letter (in case of emergency) signed and dated by you.

Lunch pick-up of students: Parents and guardians picking up students at lunch should notify their student(s) ahead of time so that the student is prepared to leave campus (i.e., student should have backpack and other items with them at lunch). Administrators are unavailable to allow student access to classrooms to get items they need upon departure.

Emergency/ Disasters

The Chino Valley Unified School District disaster plan outlines the procedures that will be used to protect children if a variety of disasters should take place while students are at school. Stated below are the criteria that will be applied if your child is to be held at school. The purpose of the plan is to protect your child and to release him/her to go home as soon as it is safe. It is not intended to provide long-term shelter. This plan has been given to each employee in the District. There are copies on file in the school office for your review.

In the event of a natural disaster or civil disruption, the building principal shall retain students at the building when:

1. The District Office specifically advises the principal by telephone not to release students.
2. The reports generated over the radio on the Emergency Broadcast System indicate, in the principal's analysis, that it is unsafe to release children.
3. It is apparent to an ordinary, reasonably prudent person using common sense, that due to fallen electrical wires, uprooted trees, damaged streets, broken gas lines or water main, or any other damage that impedes the ability of an average adult to safely traverse a route home, it is unsafe to leave the building.

Emergency/ Rainy Day Arrangements

Make arrangements in advance with your child as to where he/she should meet you on a rainy day or in an emergency situation. This will save calls to the school office, and your child will feel secure knowing these arrangements beforehand.

SCHOOL HOLIDAYS 2022/ 2023

September 5	Monday	Labor Day
November 11	Thursday-Friday	Veterans' Day
November 21-25	Monday-Friday	Thanksgiving Holiday
December 16- January 3	Monday-Monday	Christmas/Winter Break
January 16	Monday	Martin Luther King, Jr. Day
February 13	Monday	Lincoln's Birthday (obs.)
February 20	Monday	Washington's Birthday
March 27- March 31	Monday-Friday	Spring Break
May 29	Monday	Memorial Day

STUDENT DROP OFF/PICK UP LOCATIONS

In order to provide the safest access to school for our students, please follow these procedures.

1. Only drop off and pick up students at:
 - a. **The SOUTH DRIVEWAY (Enter from Bon View and exit on Campus Avenue)**
 - b. **The NORTH TURN AROUND next to the basketball courts. (Follow arrows around turnaround – NO U-TURNS)**
 - c. **Do not drop off or pick up in the Campus Avenue parking lot or its driveway.**
2. Drop off and pick up students at the curb *next to* the buildings. Do not let student's cross driveway traffic.
3. The speed limit in all Woodcrest school parking lots is **5 m.p.h.** The speed limit in the front of any school is **25 m.p.h.**
4. **Students will have access to enter and exit the campus through the north and south gates only.**

Schoolwide Expectations

Classroom Expectations

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Raise your hand before speaking	Be in your seat when the bell rings	Keep your hands and feet to yourself
Respond positively to teachers and students	Bring all classroom materials every day	Use all materials appropriately
Focus on the speaker: be quiet, look at them and wait until an appropriate time to respond	Leave the room better than you found it-pick up all trash and put supplies away	Walk in and out of classrooms

Hallway Expectations

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Keep the conversation between you and the person you are talking to	Walk directly to your next location	Walk at all times
Go directly to your next location	Be in your seat before the bell rings	Keep hands, feet and objects to self
When Spoken to by Adults Stop, look & listen Be polite Wait your turn to speak Answer questions Be honest	Keep halls clean	Move with the flow of traffic

Assembly Expectations

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Come in quietly	Stay seated	Exit bleachers using the aisles
Appropriate applause	Be attentive	Keep your hands and feet to yourself at all times
Follow instructions/directions given by any adult	Stay with your class	Be conscious of your body and belongings

Office Expectations

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Speak clearly and use appropriate language	Take care of your business independently	Walk through the office
Wait patiently and quietly	Politely seek assistance	Keep hands, feet and other objects to yourself
Be polite • Address staff appropriately (Mr., Mrs., Ms.) • Use please and thank you	Mind your own business • Comment when asked to do so. • Listen only to conversations that are directed towards you.	

Restroom Expectations

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Give people privacy. • Keep your hands and feet to yourself. • Respect other's personal space.	Flush the toilet and wash your hands.	If you see something you need to report it immediately.
Wait your turn.	Put all trash in the trash cans.	Inform teachers of medical needs.
Limit your time in the restroom.	Use the restroom during lunch and passing periods.	Walk to and from the restroom.

Locker Room Expectations

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Maintain privacy and personal space.	Lock and secure all belongings.	Keep hands and feet to yourself.
Use kind words and actions.	Keep your area clean.	Use quiet voices.
Be considerate of others belongings.	Pick up after yourself.	Be aware of your surroundings.

Gym Expectations

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Listen to teachers and other adults	Use equipment with care and as intended	Stay under control
Communicate with others courteously	Follow the rules of each activity	Follow the skills taught
Tolerate others' feelings and abilities	Wear proper attire	Be aware of your surroundings

Fitness Room Expectations

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Listen to adults	Follow school rules	Wear proper attire
Positive conversations	Use quiet voices	Use all equipment properly
Wait your turn	Take proper care of equipment	Be aware of surroundings

Woodcrest PBS Expectations

Classroom Expectations by Routine

	Logging into Class	Whole Group Instruction	Independent Work	Breakout Rooms
Be Safe	Mic is muted Workspace clear of food and drinks	Use chat appropriately Remain on topic	Remain muted Raise your electronic hand or use the chat box for help	Remain on topic Encourage classmates to participate
Be Respectful	Follow camera and mic expectations Use chat appropriately	Raise electronic hand for help Follow camera and mic expectations	Follow camera and mic expectations Begin and work on assignments assigned Respond when called on	Follow camera and mic expectations (unmuting is OK!) Be willing to work with different people Listen to others
Be Responsible	Be on time Have computer fully charged or plugged in	Be engaged and in class Participate when called on Work only on work from that class	Follow directions Complete the work Work until called back by the teacher	Attend the breakout room Participate Stay on topic Complete the work

