

# *Westside Park Elementary School*

18242 Casaba Road  
Adelanto, CA 92301  
(760) 246-4118

## *Parent / Student Handbook* *2022-2023*



*Mrs. Adriana Pantoja*  
Principal

*Mrs. Norma Leanos*  
School Secretary

Assistant Administrator

*Mrs. Ana Campos*  
Attendance Clerk

**OFFICE HOURS ARE: 8:00 A.M. to 4:20 P.M.**

The school office is staffed between the hours of 8:00 a.m. and 4:20 p.m. to answer any questions or concerns that you may have. Please call (760) 246-4118 or stop in to make an appointment if you need to speak with a specific school employee.

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## **ACCELERATED READER**

Accelerated Reader (AR) is a mandatory school wide reading program. This program assesses students' comprehension of leveled reading books. Students may take AR tests in the library, computer lab, or in the classroom, or at home.

## **ASSESSMENTS**

All students are assessed throughout the school year using state and district measures to determine academic competency in mathematics and language arts. The Smarter Balanced Assessment Consortium (SBAC) is administered to every student in third through eighth grades throughout the United States. Students are compared with their grade level peers across the nation. Adelanto Elementary School District has additional assessments to measure students' competency. Assessment results are important in determining a student's needs for instructional and intervention support.

## **ATTENDANCE**

### **PERFECT ATTENDANCE**

Students earning perfect attendance are able to earn rewards throughout the school year and a trophy at the end of the school year. Absences may be made up by attending Saturday School. **Perfect Attendance or No** absences, **No** tardies, **No** Early outs and **No** late pick-ups after school dismissal.

### ***SCHEDULE OF SCHOOL HOURS:***

#### Transitional Kindergarten through Third Grade

9:00 a.m. - 3:15 p.m. Monday, Wednesday, Thursday, Friday

9:00 a.m. - 2:30 p.m. Every Tuesday

#### Fourth and Fifth Grades

9:00 a.m. -3:20 p.m. Monday, Wednesday, Thursday, Friday

9:00 a.m. -2:35 p.m. Every Tuesday

#### 90 Minute Early Out Dismissal Times

TK-3<sup>rd</sup> Grade 1:45 p.m.                      4<sup>th</sup>-5<sup>th</sup> Grade 1:50 p.m.

### ***District-wide 90 Min Early out:***

- Fri, Oct 7, 2022
- Fri, December 16, 2022
- Fri, Jan 6, 2023
- Fri, Mar 10, 2023
- Fri, Mar 17, 2023

### ***Parent teacher conferences (180 min instructional days):***

- Thurs, Oct 20 & Fri, Oct 21, 2022
- Thurs, Oct 27 & Fri, Oct 28, 2022
- Thurs, Feb 23 & Fri, Feb 24, 2023
- Thurs, Mar 2 & Fri, Mar 3, 2023

***Every Tuesday school will dismiss early to enable staff to participate in professional development activities.***

Parents/Guardians can offer tremendous support to Westside Park Elementary by diligently adhering to arrival and dismissal times. Supervision is not available during non-school hours, therefore students are not allowed on the school campus, before 8:30 am for breakfast, or 8:55 a.m. for students choosing not to eat breakfast.

### ***ABSENCES***

There is a direct correlation between good attendance and student achievement. Students must be in school in order to take advantage of the educational program, keep up with their lessons, and maintain good grades. Each day, classes build on the previous day's lessons; missing one day makes it more difficult for children to learn to their full potential.

In addition, schools only receive state funding for students who actually attend school. This funding to operate the school is based on student attendance days. Funding enables the school to provide educational programs and services to students, purchase instructional materials, and hire staff. **Please continue to support good school attendance.**

The following reasons constitute a legal absence from school:

1. Illness
2. Medical and dental appointments
3. Quarantine
4. Court appearance (child required to appear)
5. Death in the immediate family

All absences are recorded by your child's teacher and **must** be verified. The absences may be verified by calling our attendance clerk at (760) 246-4118 or sending a note to school with your child when he/she returns to school. We recommend that you call the day of or day following the absence and ask for our attendance clerk.

Absences cannot be verified by the student, siblings, or student's friends at school. Only parent or guardian statements may excuse an absence. Three or more unexcused and/or unverified absences are excessive and a Student Attendance Review Board officer or letter will be sent. Students with excessive attendance problems will be placed onto a SART (School Attendance Review Team Agreement)

### ***TARDIES***

All students entering school late (after the final bell at 9:00 A.M.) must come to the office for a tardy slip. If students are 30 minutes or more late, the tardy must be verified in the same manner as an absence. Parents please know that any tardy without an excuse can be considered truancy. If your child is excessively tardy or absent the SARB officer will phone or send a letter. . Students with tardies will attend an Attendance Improvement class. Students will learn organizational and scheduling skills to support long-life positive attendance habits. Students will be recognized for Perfect Attendance at the award ceremonies through-out the year.

### ***EARLY DISMISSAL***

There are times when parents request that their student leave the campus before the regular dismissal time. Early dismissal counts against a student's ability to earn perfect attendance awards. Please note that when students leave early valuable instructional time is lost that cannot be replaced. The new Common Core State Standards have students using learning methods that cannot be reiterated at home.

Parents must bring a current photo I.D and come to the office to sign out their student. Teachers will not release students from class without a call from the office. Students will not be released to anyone not listed on their emergency card. Your support of this policy will help us provide a safe environment for your children.

### ***HOME INSTRUCTION***

In those situations where it appears that a pupil will be out of school for a period of two or more weeks because of physical disability, a home teacher may be employed.

### ***INDEPENDENT STUDY PROGRAM***

In those situations where it appears that a pupil will be out of school for absences of 5 or more days and not due to illness, an independent study program may be used. This service shall be authorized by the principal and classroom teacher, and is designed for a period of up to two weeks. Independent Study requests require 48 hours advance notice to allow teachers time to prepare assignments. All assignments must be completed for students to receive full attendance credit. Students receiving special education services are ineligible to participate in the Independent Study Program.

### **AVID**

Westside Park Elementary is an AVID School. (Advancement via Individual Determination) The purpose of AVID is to increase student engagement and achievement through college and career readiness skills.

### **BICYCLES**

1. All bicycle riders must wear a helmet. Students without helmets may not be permitted to ride bikes to or from campus.
2. Student's bicycles should be walked directly to the rack, parked and secured with a lock.
3. Students are not allowed to ride bicycles on school grounds.
4. Each bicycle must have its own lock.
5. The school does not assume any responsibility for lost or stolen bikes.

### **Dismissal Gate by Grade**

We will have different dismissal gates to maintain safety and follow the three feet apart guidelines. Please see the signs located by the front gates with information regarding grades and gate dismissal.

### **BREAKFAST AND LUNCH PROGRAMS**

Breakfast is served for all students attending Westside Park School before school. Students must arrive by 8:30 am to eat breakfast. Lunch is offered in the cafeteria for all students attending Westside Park School.

Please note the following Federal Regulations: The Adelanto School District and WSP participate in the National School Lunch and Breakfast program. Federal Regulations prohibit students from sharing meals with other students, siblings or other family members (7CFR210). Students may not remove the food items served from the cafeteria.

### **CHANGE OF ADDRESS, PHONE NUMBER, AND OTHER VITAL INFORMATION**

Please report any change of address, phone number, work location, work number, and emergency phone numbers. It is very important that you report these changes to the office as soon as they occur. Also, if there are any changes in the person who is allowed to pick up your child, please

report this to the office as soon as possible. It is important that the office has accurate updated emergency numbers for your child. This will prevent any delays in contacting you in case of an emergency.

### **CLOSE CAMPUS/ RAPTOR SYSTEM**

Westside Park School is a close campus. In order to be allowed to enter school grounds visitors must provide a valid California photo ID and register into the RAPTOR system. RAPTOR is a visitor registration system that enhances school security by reading visitor's driver licenses/ID and comparing the information to a police record database. If a visitor is authorized a visitor's pass will be printed.

### **DISCIPLINE GUIDELINES**

Westside Park understands every child deserves a positive environment to thrive and grow as they develop academically and socially. A caring staff maintains high expectations and works together to support and guide students. Several programs are in place to support a positive and safe school environment: Positive Behavior Intervention System (PBIS); Safe School Ambassadors (SSA) and counseling. Students are encouraged to follow the Westside Way – Be Safe, Respectful and Responsible. Students are taught to follow the Golden Rule – Treat others the way you want to be treated.

All students are accountable for their behavior and it is our responsibility to teach children appropriate choices and consequences for their decisions. In order for this to be most effective, we want to work closely with parents in a team effort to guide students.

Every child is entitled to an equal opportunity to participate in the educational program. In order to provide this, no student will be allowed to disrupt his or her own education or the education of others. Every pupil has the opportunity to receive an education without fear of intimidation, threats or disruptions. Every teacher will hold all pupils accountable for their conduct on the way to and from school and on the playground. Each year, every teacher will send home individual class discipline plans. Students and parents/guardians are to review these together to ensure understanding. Parents are to sign and return the class discipline plan to the teacher within two weeks. Parents/guardians who have questions or concerns about a class behavior plan are encouraged to discuss it with the teacher.

### ***SERIOUS OFFENSES***

California Education Code 48900 lists specific offenses so serious that they may result in suspension from school and, in severe cases, recommendation for expulsion. Students accumulating five or more suspensions during a school year may be recommended for expulsion.

- Cause, attempted to cause, threatened to cause physical injury. This includes fighting, biting, hitting and hurting others.
- Possessing or furnishing weapons (toy or look-alike weapons included).
- Possessing, furnishing, selling controlled substances or drug paraphernalia (this includes look-alike drugs).
- Damaging or attempting to damage school or private property.
- Robbing, stealing or extortion.
- Hate Crimes.
- Sexual Harassment - (This includes unwelcome, inappropriate sexual words or actions towards a student).
- Bullying.

## ***DISCIPLINARY PLAN***

### **Expectations for Westside Park**

Follow the Positive Behavior and Intervention System (PBIS) which includes the Westside Way of being Respectful, Responsible, and Safe. See PBIS Handbook in appendix A.

### ***CELL PHONES***

The law states that students may have cell phones with them during the school day; however, the cell phone must be turned off when the child enters school property and must remain off, and in a backpack, until the child leaves school property. A student MAY NOT check messages, take pictures or videos, text messages etc. during the school day. If a student chooses to use his/her cell phone during the day it will be taken away and will be returned to a parent/guardian only. Westside Park Elementary is not responsible for any lost cell phones and will not use instructional time to investigate any loss or allegations of theft.

### ***DISMISSAL GATES***

We will have different dismissal gates to maintain safety and follow the three feet apart guidelines. Please see the signs located by the front gates with information regarding grades and gate dismissal.

### ***DRESS CODE AND GROOMING***

This information is designed to guide parents in selecting clothing appropriate for school.

1. Shoes must be worn at all times, closed-toed and safe. Thongs or backless shoes are not acceptable. High heeled shoes or shoes with platforms/wedges are not permitted.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane “gang related” or sexually suggestive. We also do not allow articles which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice. Tattoos are not permitted.
3. Hats, caps and other head coverings shall not be worn indoors. Hair spray, make-up and nylons are not allowed. Hair adornments may not contain sharp points.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder, “spaghetti” straps or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Shorts and skirts should be long enough to reach a child’s fingertips when arms are resting by his/her side. Shirts must be long enough so that when the student raises his/her hands overhead, no skin in the mid drift area is exposed. Sleeveless tops/jerseys are not to have oversized arm openings.
5. Baggy pants are not allowed. Pants should fit on one’s waist without needing a belt to hold them up. If a belt is worn, it must be proper size and put through the belt loops. No extra belt length may hang down. No chains may be worn as or attached to belts.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet. No nets or bandanas are permitted.
7. Students are not permitted to wear loop/hoop earrings, nail polish or artificial nails.
8. Any attire construed as gang related will not be permitted.
9. Fingernail clippers are not allowed at school
10. No skate shoes or shoes with wheels allowed on campus
11. Long earrings and hoops earrings are not allowed on campus.
12. Piercings are not allowed on campus.

All student attire must follow the guideline of being safe and should not be distracting or cause a disruption to the instructional program.

### **EDUCATIONAL PROGRAM**

Our academic program includes a well-rounded, balanced curriculum where subjects taught include reading; writing; math; science; social studies; health; art; physical education and music. Students use the computer lab each week where they practice keyboarding, word processing, researching topics, and reinforcing learning through computer-based instruction. Computers are also available in the classrooms. Before and after school intervention classes are designed to help students below grade level in reading, writing, or math.

Those with special needs receive additional support through programs for those with learning disabilities, physically challenged, gifted and talented, and limited English proficient.

### **SAFETY**

#### ***FIRE DRILL***

Fire drills are conducted once a month as required by state law. Once the fire drill alarm has rung, students are to exit the classroom in an orderly fashion and assemble at the designated area.

#### ***DUCK AND COVER DRILL***

Duck and Cover drills are conducted on a regular basis to help children be prepared for emergencies or potential disasters. Westside is well equipped with food, water and supplies to handle long term emergencies. Our disaster plan is comprehensive to provide maximum safety and comfort for those remaining in school until it is safe to release them. Trained staff will tend to first aid concerns.

#### ***EARTHQUAKE DRILLS***

In the event of a major earthquake, students will not be released from school until safe clearance is assured by the appropriate city or county officials. Do not remove your student from any school site unless you notify the proper school authorities on that site, and a release form has been signed.

At Westside Park School, children will be released from the front gate only. All other gates will be closed. If you cannot pick up your child, it is important that your designee is listed on your student emergency card.

### **ENROLLMENT GUIDELINES AND REQUIREMENTS**

Enrollment is done at the Central Enrollment Center, 11824 Air ExpressWay, Adelanto, CA (760) 246-0235.

### **ORIGINAL DOCUMENTS ARE REQUIRED FOR VERIFICATION WHEN**

#### **ENROLLING A STUDENT**

**Please pay close attention to all the requirements listed in your enrollment packet. Missing documents and/or requirements could cause a delay in the process or result in an incomplete enrollment. Please be sure to have the following information when submitting your enrollment packet:**



- **Proof of age and name:** examples are birth certificate; hospital record; baptism certificate, passport or medical insurance card that contains the name and date of birth
- **Required immunizations:**
  - 5 DTap (4 doses meet the requirement if at least one was given on or after the 4<sup>th</sup> birthday)
  - 4 Polio (3 doses meet the requirement if at least one was given on or after the 4<sup>th</sup> birthday)
  - 2 MMR (Both on and after the 1<sup>st</sup> birthday)
  - 1 Varicella (Children under 13 years of age)
- **Proof of Address:** examples are current utility bills such as gas, water or electricity. A lease agreement, or escrow documents; a bank statement or insurance bill containing your name and address, **PLEASE NOTE:** If your family is living with another adult a **Declaration of Residency** must be completed at the time of enrollment by owner/lease holder. Such a person must bring a current utility bill and a picture I.D.
- **Inter District/Intra District**  
Students will be approved upon space availability to remain at Westside Park. Students on approved transfers must meet attendance, academic and discipline guidelines.
- **Picture I.D. of Parent/Guardian completing the enrollment.**

#### ***For Transitional Kindergarten enrollment***

Students with birthdates between September 2, 2017 and December 2, 2017 are eligible and enrolled into the Transitional Kindergarten program where they participate in full day class hours and are introduced to the Common Core State Standards. Transitional Kinder students will automatically be enrolled in kinder for the next school year.

#### ***For Kindergarten admission:***

Child must be five years old on or before September 1, 2022

#### **Fidget Spinners**

Fidget spinners are to remain at home. The spinners are being used as toys, which is very distracting in the classroom. We ask for your support, by having your child keep their fidget spinners at home.

#### **GATE**

Gifted and Talented Education Program will provide enrichment activities for GATE students.

#### **HOME/SCHOOL COMMUNICATION**

Notices and letters will be sent home throughout the year. Regular parent conferences are held twice a year at the end of the grading periods. Additional conferences may be requested by the teacher, administrator or parent. Teachers are available before and after school on most days to meet with parents. Parents are encouraged to meet with teachers and visit classrooms.

#### **HOMEWORK**

Homework is an opportunity to extend and reinforce learning. Parents are encouraged to check homework assignments each day. All children are also encouraged to read 15-20 minutes each day, either silently or to a family member. Books may be checked out through the library. Check with your child's teacher for his/her homework policy and specific assignments. Student homework is reflected on the report card. Student's with outstanding records for homework assignments are recognized at the trimester award's assembly. WSP is proud to have sufficient textbooks and instructional materials for all students to take home to complete required homework assignments.

Please encourage students to find a quiet place to do homework assignments away from television and other distractions. Designating a specific time and place each evening will help children develop a productive routine.

### **ILLNESS AND FIRST-AID AT SCHOOL**

When a student becomes ill or needs first aid at school, he/she is brought to the office. If the illness or injury is serious, a call will be made for emergency services and then to the parents. If the condition is not serious enough for emergency services, only the parents will be contacted. In case of an emergency, all students must have current emergency contacts listed on their emergency cards. These should be updated whenever contacts/phone numbers change. Students should not be sent to school when they are sick. If your child has a fever, diarrhea or is vomiting, please keep him/her at home. State law mandates that a child must be kept home “fever free” for 24 hours.

### **MASK AND THREE FEET APART**

Students are required to wear masks at all times while in school. Students are expected to keep three feet distance from each other. Students must maintain social distance at all times.

### **MEDICATIONS**

Requires forms completed by the doctor. Medications must be labeled from pharmacies with the same name as student doctor’s order.

### **LEXIA**

Lexia is a reading program that promotes reading achievement and reading skills. This online program can be accessed from home computers. Students are encouraged to use this program at least three hours a week to improve reading skills.

### **LEAVING / WITHDRAWING FROM WESTSIDE PARK SCHOOL**

If you are moving from Westside Park’s attendance area, please contact the school office to let us know the date your student is leaving and the name of the new school, city and state where you are relocating. All school books must be checked in with your child’s teacher and your child must be cleared with the library, and cafeteria. Student’s personal belongings should be picked up prior to leaving the school. The office will issue the necessary transfer paper and grades (if appropriate) which you will need in order to enroll your child in his/her new school.

### **LIBRARY**

The school library is accessible to all students. Each week children receive library instruction where stories are read and books may be checked out. Students who lose or damage books will be responsible for paying for them.

### **LOST AND FOUND**

Lost and found items are kept in a box in the entryway of the Multi-purpose Room. Students may visit lost and found before and after school, and during lunch. At the end of the school year, all unclaimed clothing/items will be on display in the school cafeteria. Those items remaining will be donated to charity or cleaned and used for emergency situations. Parents may want to check the lost and found area periodically throughout the school year.

### **PARKING**

The parking lot in the front of the school on Casaba Road is designated for short-term, 20-minute parent parking. The curb on Casaba Road may be used for loading and unloading of students.

The back parking lot on Lee Street is for staff parking only. The bus loading zone area is for school buses only. No parking is permitted in this area. The back gates are locked at all times except when the buses are unloading in the morning, and at dismissal time in the afternoon. There is supervision for bus students.

## **PARTIES**

Celebrations are fun and an opportunity to reinforce good behavior or special events. The Adelanto District policy specifies that only three classroom parties are to be held each year. Food shared with students must be commercially purchased and sealed in its original container (health code regulations). Parents are encouraged to purchase healthy snacks and help teachers with school activities.

## **PHOTOS**

All students will be photographed for different celebratory events. If you do not want your child to be photographed please sign the “**No Photo Form**”, otherwise you give WSP and the district permission to use your child’s photo on our web page and on other school related events.

## **SAFETY TO AND FROM SCHOOL**

### ***Safe student arrival and departure:***

At Westside Park School our dedication to the safety of students includes providing assistance regarding the routes they follow in order to arrive at school and to get home each afternoon. Please use the attached map to choose the safest routes to and from school. Then, review and practice the safety guidelines for school arrival and departure listed below:

### ***Students walking to and from school***

*Parents and students need to preview the safest route that students will use. Walk off the street. Stay on the shoulder of the road. Use routes with sidewalks when possible. Walk facing traffic. Cross only at corners and marked crosswalks. Do not cross in the middle of a street. Students should walk together in groups whenever possible. Avoid horseplay as traffic passes at a high speed and is not always on the lookout for students. Parents should accompany students whenever possible. Students should enter and exit from the designated gate on Casaba Road only. Parents should practice the chosen route with students frequently. Parents are encouraged to drop off and pick up students at the front gate rather than at the classroom door in order to avoid congestion.*

### ***Students riding bicycles to and from school***

*Students must obey all traffic laws.  
Students must wear a helmet.  
Students must cross at corners and in crosswalks, no riding across the middle of a street. Do not zigzag into the middle of a street. Traffic is passing very rapidly.  
Students must lock bicycles in the designated area with a functional lock.  
Parents should practice the chosen safest route with students.*

### ***Students riding the bus***

*In the morning, students are to enter through the gate on Lee Ave. Students will board the bus through the gate on Lee Ave. in an orderly fashion, kindergartners boarding first. Students waiting for the bus are to follow all school rules.*

### ***Students being dropped off and picked up in a vehicle***

\_\_\_Parents using a vehicle for transportation are to assist their students to use the main gate on Casaba Road. Students are not to be dropped off or picked up in the bus zone. Please do not allow your students to jaywalk. This is dangerous for them.

\_\_\_When using the unloading zone in front of the school on Casaba Road, please follow the loop from North to South. Vehicles are not to be abandoned in this loop. Parents should not create a double loop of cars as students may run between the two rows of vehicles into an on-coming car. Please be patient if you choose to use the vehicle loop. It is impossible for all 740 students to leave at once. If you are in a hurry, you may choose to designate an alternative place for pick up and/or drop off.

Due to congestion, students are instructed to wait 15 minutes before calling home. This allows sufficient time for all vehicles to make the parking lot loop.

### **SCHOOL FACILITIES**

Westside Park Elementary School provides a safe, clean environment for students, staff and volunteers. Monitoring of school grounds is performed by playground aides, custodians, and administrators before, during, and after school.

### **SCHOOL REWARDS**

Throughout the year Westside Park rewards students with special events for their outstanding academic and behavior achievements.

### **SNOW DAYS**

In the event of snow in the local area, school may be canceled. Information regarding school closure will be given over local radio stations: KATJ 100.7 FM, Y102, 102.3 FM, KROY 1590 AM, and HIGHWAY COUNTRY 960 AM. If a snow day is declared, the school year will be extended to make up the day/s missed.

### **STUDENT INSURANCE**

Student accident insurance information and forms are sent home with students each year. Parents interested in purchasing this supplemental insurance may fill out enrollment forms and return them to school with their student.

### **VISITORS**

Parents are welcome to visit Westside Park School, but all visitors must present a current photo ID, sign in at the office and receive a visitor's pass before going on campus. AESD Board Policy guidelines set classroom visits to 15 minutes at a time. Please remember to sign out and return your visitors pass upon leaving our campus. For safety and to limit disruption in the classroom, younger siblings are not allowed to accompany parents when visiting the classrooms.

### **VOLUNTEERS**

We encourage parents to volunteer in the classroom. Those who choose to be regular volunteers will need to complete an application form available at Westside Office. Once your application has been approved, we will have a volunteer pass for you to wear each day during school. Passes need to be returned to the office at the conclusion of each day. The classroom cannot provide for the needs of younger siblings when a parent volunteers. Please do not bring younger siblings while volunteering or on field trips.

