

MURWOOD SCHOOL STUDENT/PARENT HANDBOOK



HOME OF THE MUSTANGS!

SCHOOL HOURS

Kindergarten: **Group 1: 8:10 a.m. – 12:55 p.m.**
 Group 2: 9:10 a.m. – 1:55 p.m.

Grades: 1-5: **8:10 a.m. – 2:30 p.m.**

***Please have students arrive on campus no earlier than 7:55 a.m. when supervision begins. We ask that you pick students up promptly at 2:30 or make arrangements for Keyspot. Children cannot play unsupervised on campus before or after school hours.**

OFFICE HOURS

7:30 a.m. – 4:00 p.m.

**2050 Vanderslice Avenue
Walnut Creek, CA 94596**

**Phone: (925) 943-2462
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**Monifa Morgan, Principal
Nancy Kaye, Office Manager**

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WELCOME TO MURWOOD ELEMENTARY SCHOOL

Dear Parents and Students,

Welcome to Murwood Elementary School, where our school mission is: *In a child-centered, academically challenging environment that cultivates character and celebrates learning, the families, community, and staff at Murwood School will develop literate, exemplary learners who are highly motivated, creative, and responsive. All students will leave Murwood School prepared for success in the middle school grades.*

Murwood Elementary School has been recognized as a California Distinguished School by the State Superintendent of Public Instruction. Murwood provides a nurturing and rigorous learning environment for all students where parents play an integral role in their child's education. Through this, we work together to help all students become proficient readers, deep thinking mathematicians, articulate writers and collaborative learners prepared to learn across the curriculum. Murwood has established many fine ongoing programs such as: Pet Hug Pack , Student Leadership and Safety Patrol.

Safety is a top priority for our school community. Our campus is closed during school hours and all visitors must check in at the office and wear an identifying badge. We minimize classroom interruptions to protect the sanctity of instructional minutes. You will routinely be asked to show identification if you plan to remove your child from campus during school hours. We ask everyone so we never forget to ask anyone.

Our parent community plays a vital role in encouraging a positive environment. Parents volunteer in a variety of programs that support student learning. In addition to classroom volunteer hours, parents serve as active members on the following leadership committees: PTA, Murwood Advisory Committee (MAC), and English Language Advisory Committee (ELAC). Please join us for the fun annual events beloved by our community, such as Welcome Back Picnic, Halloween Carnival, Book Fair, Multicultural Night, Disco Bingo, and Spring Sing.

We believe that communication between home and school is essential. Helping to facilitate the home/school bridge is our weekly electronic newsletter, District, Murwood and PTA websites. The Wednesday envelope contains student work, providing you the opportunity to review your child's progress on a weekly basis. All classrooms are equipped with telephones, voicemail, and e-mail to further facilitate two-way communication. Teachers also schedule a formal parent/teacher conference after the 1st trimester (and on an "as needed" basis) to review each student's progress.

For continued improvement, we also welcome comments and suggestions from our parent community. We look forward to a great year with you and your family!

Monifa Morgan
Principal

Murwood Daily Bell Schedule

Regular Day Schedule

TK/ Kindergarten	8:10 AM	School Begins Session 1
	9:10 AM	School Begins Session 2
	11:30 AM- 12:15 PM	Lunch
	12:55 PM	Dismissal Session 1
	1:55 PM	Dismissal Session 2
Wednesdays <i>TK and K students</i>	ALL 8:55 AM School Begins	12:15 PM Dismissal
	12:15 PM	Lunch available

Grade 1-3	8:10 AM	School Begins
	10:15 AM – 10:30 AM	Recess
1st Grade	11:30 AM- 12:15 PM	Lunch
2nd & 3rd Grades	11:45 AM – 12:30 PM	Lunch
	2:30 PM	Dismissal
Wednesdays	8:55 AM	2:30 PM
	Same Recess	Same lunch

Grades 4-5	8:10 AM	School Begins
	10:45 AM – 11:00 AM	Recess
	12:10 PM – 12:55 PM	Lunch
	2:30 PM	Dismissal
Wednesdays	8:55 AM	2:30 PM
	Same Recess	Same lunch

Shortened Day Schedule (Aug 30, Oct 31, Nov 20-22, Dec 20, Feb 28, May 15)

*TK/Kindergarten	8:10 AM	School Begins
ALL TK & K students	11:30 AM	Dismissal

Grades 1-3	8:10 AM	School Begins
	10:15 AM – 10:30 AM	Recess
	11:20 AM – 12:10 PM	EAT FIRST Lunch 11:20-11:40 Play 11:40 – 12:10 Return to classroom 12:10-12:25
195 Minutes	12:30 PM	Dismissal

Grades 4-5	8:10 AM	School Begins
	10:45 AM - 11:00 AM	Recess
	11:55 AM – 12:30 PM	EAT FIRST Lunch 11:55 – 12:10 Play 12:10 – 12:30
210 minutes	12:30 PM	Dismissal

Last Day of School

Kindergarten	8:10 AM	School Begins
200 Instructional Minutes	11:30 AM	Dismissal
Grades 1-5	8:10 AM	School Begins
	10:15 AM – 10:30 AM	Recess
	11:40 AM	Dismissal

VISION AND MISSION STATEMENT

Murwood Elementary School entered the 21st century with a strategic sense of purpose and a clear mission statement. Murwood initiated a site level strategic planning process in December 1996. To ensure that the Murwood community shares a common vision of what students should know, understand, and be able to do on leaving Murwood, school community representatives, including teachers, the resource specialist, parents, the principal, and community leaders, meet yearly to develop and revise the site's strategic plan and to refine the school's mission statement and strategic tactics.

Murwood Elementary School's Mission Statement

In a child-centered academically challenging environment that cultivates character and celebrates learning, the families, community, and staff at Murwood Elementary School will develop literate, exemplary learners who are highly motivated, creative, and responsive. All students will leave Murwood Elementary School prepared for success in the middle school grades.

STRATEGIES

1. We will implement a challenging, integrated core curriculum that meets the differing needs of all students and is evaluated by a comprehensive assessment program.
2. We will use effective tools of communication to include all stakeholders in the development of a positive learning environment at Murwood.
3. We will provide a safe, nurturing environment in which the Murwood Community respects diversity, and demonstrates positive values.

For each strategy, action planning teams comprised of a cross-section of school community members, develop a set of action plans, which include a description of work to be accomplished and by whom, timelines, budgets, and evidence of completion. The strategies and action plans are communicated to all members of the school community through newsletters, the Back-to-School Night program, and parent education events. Periodic reports on the strategic planning progress are made to the PTA membership, staff, and community. The Murwood Advisory Committee (MAC) meets monthly and reviews progress towards accomplishment of the action plans.

MURWOOD ELEMENTARY SCHOOL: A LEARNING PROGRAM

The aim of the learning program at Murwood Elementary School is to be an all-encompassing approach to education that seeks to build within each student a sense of responsibility, confidence, pride in accomplishment, and a positive self-image through academic achievement. The basic skills and academic tools are stressed.

Additionally, the school strives to teach young people standards for appropriate behavior, through consistent expectations both in the classroom and on the playground. The total cooperation of home and school is essential to ensure the best possible learning environment for all students.

Murwood places heavy emphasis on the basics of reading for fluency and comprehension, oral language, written language (grammar, writing, spelling and handwriting), and mathematics, accompanied by a solid curriculum in science and social studies. Other integral parts of the instructional program include music, art, physical education, and ever expanding technology skills, as evidenced by the presence of Chromebooks and iPads in each classroom.

IMPLEMENTATION OF THE MURWOOD LEARNING PROGRAM

The classroom teacher provides the necessary standards based instruction of curriculum in English Language Arts, Mathematics, Science, History and Social Science, and Physical Education. The teacher initiates, directs, and supervises the instruction. The use of district-selected textbooks and appropriate activities ensures presentation of grade-level skills and concepts. Students are expected to do their work neatly, properly, and on time. They are expected to resubmit work as directed by the teacher. Teachers strive to provide instruction toward the highest individual achievement, and progress toward that goal is shared between school and home with trimester report cards. Each report signals student achievement in academics, citizenship, and study habits. The report card is standards based. Teachers provide differentiated instruction to meet individual needs. Grades K-3 have an average of 23 students. Grades 4 and 5 currently have a maximum of 28 students.

GROUPING

Classrooms are balanced by a number of variables including the gender of the students, number of English language learners, learning abilities and styles. The goal is to create a balanced classroom based on the above variables.

Whole-group presentation is one method of instruction. At times, however, the students work in various performance groupings within the class under the teacher's direction. Students receive individual attention as needed. Enrichment and remedial activities emanate from the work undertaken by the group.

EVALUATION OF STUDENTS AND REPORTING TO PARENTS

Students are assessed in multiple ways: Summative Assessment occurs at the end of a unit of study or period of time; Formative Assessment is evaluation that is ongoing to increase effectiveness of instruction. Below is a list of the trimester summative assessments that all teachers at each grade level use. In addition, many teachers keep a portfolio of student work as formative assessment to inform instruction.

In addition to these assessments, teachers complete a standards-based report card, which summarizes students' progress toward meeting the California standards for that grade level.

Multiple Measures Used for Student Assessment in Reading, Writing and Math

Kindergarten	Running Record Early Literacy Survey Writing Prompt Math Test
First Grade	Running Record Early Literacy Survey DOLCH sight words Writing Prompt Math Test
Second Grade	Running Record Sentence Dictation DOLCH sight words Writing Prompt Math Test
Third Grade Fourth Grade Fifth Grade	Running Record Writing Prompt Math Test

- Words Their Way beginning and end of year for all grade levels.

A pamphlet of the standards for each grade level is available in the office.

RECOGNITION AND AWARD SYSTEM

Students in grades four and five are encouraged to be part of the school leadership team. This group plans community outreach and spirit day events.

Students are recognized for their achievement and receive awards for PTA Reflections, Track & Field Day, and Spelling Bee.

EXTRA CURRICULAR STUDENT PROGRAMS**Wastebusters**

The purpose of this program is to encourage and support the reduction of landfill waste by sorting lunch trash into compost, recycle and landfill containers. We are currently at 79% reduction and continue to expand our conservation by involving Keyspot and all school wide events to follow our waste reduction strategies.

Student Leadership

Students in grades 4-5 are welcome to participate in student leadership. The students coordinate a variety of service programs, including safety patrol at cur duty in the morning, Wastebusters at lunch, and school wide community service events such as Blue Star Moms candy drive at Halloween, Contra Costa Food Bank Drive, One Warm Coat and recycling school supplies. For each community service event, students organize a school wide spirit day to celebrate their accomplishments. A teacher and the principal are the Student Leadership advisors.

After School Enrichment Programs

The After School Enrichment program is run by Murwood's PTA. Every semester a variety of different classes are provided for after school, such as, piano, guitar, Spanish, art, drama and dance to name just a few. The courses offered will vary. This program is prepaid by those who wish to participate. Scholarships are available for those who wish to participate with support. Please call the Principal to seek information.

HOMEWORK

Teachers will be responsible for seeing that homework assignments are given on a regular basis and for assuring that they are appropriate to the needs and skills of the students. Homework should not be a frustrating experience, nor punishment for the student. Parents should feel free to contact the school with any questions that arise concerning homework.

Homework will be a meaningful and purposeful out growth of classroom instruction, which will be reviewed appropriately by teachers in a timely manner. Assignments may be given four days a week. Average amounts of time required for homework assignments including reading will be as follows:

Grades K-1 – 0 to 20 minutes, in addition to assigned reading

Grades 2-3 – 15 to 30 minutes, in addition to assigned reading

Grades 4-5 – 30 to 60 minutes, in addition to assigned reading

Homework assignments should meet the following criteria:

1. Have a meaningful purpose clearly understood by students.
2. Be an extension of regular classroom activities, providing practice in needed skills.
3. Foster individual responsibility and good work habits.
4. Help students learn to budget time.

Makeup work – The superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time.

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

Walnut Creek ESD AR 6000 6154 Instruction

Walnut Creek ESD BP 6000 6154 Instruction

Homework Practices

Parents and teachers are viewed as partners in the academic, social and emotional education of their students. Best homework practices support families' attempts to balance these vital developmental needs during non-school hours.

Elementary and Middle Schools

1. Homework should be meaningful and purposeful.
2. Homework should reinforce concepts that already have been taught in class. No new concepts will be introduced through homework.
3. Teachers should differentiate when appropriate.

4. No homework should be assigned on the weekends or holidays outside of independent reading and make-up work. When long term projects are assigned, the amount of daily homework should be considered.
5. Work assigned should not require tools or technology that are not accessible at home or in the library.
6. Students and parents should be given adequate time to obtain required supplies.
7. *Suggested Guidelines for Parental Involvement in Homework* will be reviewed and provided to parents (see below).
8. Teachers in similar elementary grades or similar subjects (middle school) should collaborate to assign similar amounts and types of homework.
9. Teachers will work together by grade/department to calendar major projects.
10. Teachers need to be clear with students and parents as to how homework will be assessed (checked, graded).
11. Homework should be a relatively minor percentage of the grade in a standards-based system.
12. Late work should be accepted within a reasonable time frame and given partial credit.
13. Consideration should be given to the value of an “F” and the percentage that should be assigned to that grade (Middle School).
14. Parents are encouraged to work cooperatively with the school and to contact their classroom teacher should homework issues arise.

Suggested Guidelines for Parental Involvement in Homework

Parents are encouraged to:

- Ask their child about what the child is studying in school
- Ask their child to show them any homework assignments.
- Assist their child in organizing homework materials
- Help their child formulate a plan for completing homework
- Provide an appropriate space for their child to do homework

Parents may, if they wish:

- Help their child interpret assignment directions
- Proofread their child’s work, pointing out errors
- Read aloud required reading to their child
- Give practice quizzes to their child to help prepare for tests
- Help their child brainstorm ideas for papers or projects
- Praise their child for completing homework

Parents should not:

- Attempt to teach their child concepts or skills the child is unfamiliar with
- Complete assignments for their child
- Allow their child to sacrifice sleep to complete homework

STUDENT SERVICES

Murwood's learning program uses district, school, and PTA support services, which are described below. The learning programs follow specific policies and directives established by the governing board of the school district.

Cafeteria

All 1st – 5th grade students eat lunch in the cafeteria. Milk is available at a low price for those who bring their lunches. A hot lunch is served each day. Monthly menus are posted in classrooms and are distributed to each student in grades 1–5. A student may bring money each day or may use the automated payment system, which electronically deducts the price of the meal from the student's account. To open and maintain an account, make checks payable to Murwood Cafeteria or the Walnut Creek School District. You may also pay online at <https://paypams.com/HomePage.aspx>.

The cafeteria personnel provide for a lunch loan when a student has neither money nor a bagged lunch. The loan is extended for one day only. Students will never be denied food due to an inability to pay.

Free or Reduced Price Lunches

If you feel that your child is eligible to receive this service, please secure the appropriate form from the school office. Complete the information requested and return the form to the office. All information is kept in confidence.

Lost and Found

All student belongings should be labeled. Labeling is important because so many clothing articles are identical and labeled items are returned to the student immediately, thanks to Student Leadership. Articles left when school closes are given to a charitable organization one week following winter break and one week following the end of school. Lost and found is hung in the front hallway on a clothing rack.

Assemblies

Murwood's PTA funds our monthly Soul Shoppe Workshops/Assemblies. In addition students attend assemblies throughout the year, to celebrate the writing of local authors, or their fellow students, listen to music, and other educational opportunities.

Assembly rules:

- ◆ Students should enter the multipurpose room escorted and directed by their teachers and should sit in designated areas.
- ◆ Applause is the only acceptable way to show appreciation.
- ◆ Students must be quiet, orderly, and attentive when others are speaking or performing. They may join in when asked.
- ◆ Students should return quickly and quietly to their classrooms when dismissed.
- ◆ Students should follow their teacher's directions.

Instrumental Music

Students in grades 4 and 5 may participate in the instrumental music program. Students meet twice a week and participate in a district sponsored evening band concert in late May at Las Lomas High School. Instruments include clarinet, saxophone, flute, trumpet, trombone, baritone, tuba, and drums. A limited number of instruments can be borrowed from the school district. Please check with area music stores for details of rental and purchase plans.

An instrumental music participation application will be sent home with interested students. Please return this form to school if you are interested. Be aware that students who take instrumental lessons will miss some classroom lessons. The classroom teacher should be consulted regarding the student's ability to maintain acceptable standards of work while enrolled in this special program.

Resource Specialist Program

A resource specialist and aide offer remediation, tutoring, and diagnostic assessment in reading, language arts, and math to K-5 students with learning disabilities. Students must demonstrate a significant discrepancy between ability and achievement to be included in the program.

Title I Program

A full time Title I teacher offers remediation and small group intervention to students identified as needing additional support to achieve grade level proficiency.

Section 504 of the Rehabilitation Act of 1973

Murwood Elementary School complies with Section 504 of the Rehabilitation Act of 1973. In order to qualify for a Section 504 accommodation plan, a child must have a *"mental or physical impairment...that substantially limits a major life activity"*. If you need more information, please see the principal.

Health Services

The district provides a part-time nurse to audit immunization and health records, arrange vision and hearing testing, and provide health education services.

Psychological Services

The services of a school psychologist are available to students, parents, and teachers to address the unique development needs of students. Parents and staff members typically initiate these services after completing a Student Study Team conference.

English Language Development

The state funds the English Language Development Program (ELD). A part-time teacher and instructional aide assists classroom teachers using a variety of teaching methods to help students achieve English proficiency. Students are tested annually to qualify for the program and parents are notified of student participation in the program.

Reading Recovery Program

There are numerous Reading Recovery teachers at Murwood. The Reading Recovery Program is designed to assist the lowest 20% of the 1st grade readers. Parents must agree to have the student present at school, with homework completed, for the daily Reading Recovery lessons.

Home and Hospital Instruction

A home teacher is provided by the school district for those students who are unable to attend school for an extended period of time due to illness or injury. You must apply for a home teacher through the district office. A statement from the student's doctor must accompany the application. An absence lasting fewer than two weeks is usually not sufficient to qualify for a home teacher.

Library Media Center

The Library Media Center (LMC) is automated and uses bar codes for circulation of materials and for inventory. The LMC is also equipped with computer workstations for student projects and research activities. The LMC is equipped with a Wide Area Network (WAN) that links the Walnut Creek schools to one another and all classrooms to the LMC and to one other and to the Internet. The Library and Computer Media Specialist coordinates the LMC's programs. Students receive weekly library experience.

STAFF-COMMUNITY PARTNERSHIPS

The school cannot function without cooperation, support, leadership, and two-way communication between its entire staff and the community. Parent volunteers and specialists further assist in the enrichment of the educational programs. They assist the teacher with an array of enrichment and support activities. Parent volunteers are used at the discretion of the individual teacher and by the resource staff.

Parent-teacher conferences are held at the end of the first trimester for all students. Teachers and parents may have additional conferences when the need arises. Please see the school calendar on the school website for fall conference dates.

Murwood is fortunate to be supported by the following active working committees. These committees include teachers, the principal, parents, and community members.

Murwood Advisory Committee (MAC)

This group considers program needs and equity when developing and implementing the School Improvement Program (SIP) budget.

English Language Advisory Committee (ELAC)

ELAC has been formed to address issues concerning the English Language Learners. One member from ELAC is a member of MAC.

Strategic Planning Team

The Murwood Strategic Planning Team established a mission statement, conducted a needs assessment, and developed strategies to improve and accelerate student learning. Action teams then translated the strategies into action plans and submitted plans and a budget to the Strategic Planning Team and MAC. Please refer to Murwood School's "Vision and Mission Statement" on page 6 for an explanation of the current strategic plan and its strategies. Also, the school office has a current copy of Murwood's strategic plan.

Parent Teacher Association (PTA)

Murwood has an active Parent Teacher Association (PTA) with membership including both parents and staff who play a major role in site-based decision making. The PTA funds help support the school-wide character education program, Soul Shoppe, support technology and the purchase of computers and software, instructional materials, classroom materials, books and community outreach events. The PTA also sponsors the After School Enrichment program at Murwood.

SUPERVISION AND SAFETY OF CHILDREN

Playground Supervision: School personnel supervise the playground Monday through Friday from 7:55 a.m to 8:10 a.m. and at regularly scheduled recesses. **There is NO staff supervision before 7:55 a.m. or after 2:30 p.m. for Grades 1-5.** Students who walk or ride bicycles to and from school are to leave the school grounds for home immediately after dismissal. **Teachers supervise students in the pick-up area at the front of the school only following dismissal.**

Your promptness in picking children up after school is very important. Parents are responsible for supervising their children on the playgrounds during non-school-supervised times. **Unsupervised students on campus during these times will be taken to the office to contact parents by telephone.***

For reasons of safety and supervision, children should not arrive at school before 7:55 a.m. nor remain at school after dismissal unless enrolled in Keyspot or participating in another supervised activity. Keyspot is open to assist parents with childcare during unsupervised times. Keyspot can be contacted for rates and availability at 925-932-8118.

TRANSPORTING STUDENTS TO AND FROM SCHOOL GROUNDS

Please follow the parking lot rules:

- ◆ Display a sign with your child's name in your windshield for faster pick-up.
- ◆ Drive with caution to and from Murwood, observing speed limits.
- ◆ Be a courteous driver. Never block the flow of traffic.
- ◆ Pick up is only in the yellow zone and never in the second lane, which is the through lane.
- ◆ The second lane is for moving vehicles only. Children are not allowed to walk between cars parked in the yellow zone. If there are no parking spaces in the yellow zone, remain in the pick-up line and move to the yellow curb when other cars move away.
- ◆ **Never leave your car unattended in the yellow zone!**
- ◆ When you have collected your child, immediately move your vehicle away from the yellow curb to make space for another driver.
- ◆ Educate your child to be prepared for a pick-up and look for your car. Our attention is on the moving vehicles and students entering vehicles, so we count on your student to behave appropriately while waiting. Please help us by reinforcing this at home. The front lawn is not for playing at dismissal time.
- ◆ Move your vehicle forward along the yellow curb when space permits.
- ◆ Do not engage the yard duty teacher or the principal in a conversation while they are on parking lot duty. They are present to control traffic and supervise the students.

IMMUNIZATION/PHYSICIAN'S REPORT

No student may attend school without proof of immunization against certain communicable diseases. This is a strictly enforced state law. Students must be excluded from attendance if the record is not presented before admission. Parents who want to exempt their child from one or more required immunizations must provide a Personal Beliefs Exemption form to the school. This form is available in the school office and must be signed by your health care practitioner. Parents who choose this alternative should be aware that their child will be required to remain at home during an outbreak of polio, diphtheria, tetanus, pertussis, measles, mumps, or rubella.

The following immunizations are currently required for school admission:

- ◆ POLIO (Trivalent Oral – TOPV): 4 doses at any age, but....3 doses meet requirement if at least one dose was given on or after the 4th birthday.
- ◆ DIPHTHERIA, TETANUS, PERTUSSIS (DPT): 5 doses at any age, but....4 doses meet requirement if at least one dose was on or after the 4th birthday.
- ◆ MEASLES, MUMPS, RUBELLA: 2 doses, both on or after the 1st birthday. Second dose must contain measles vaccine.
- ◆ HEPATITIS B: Three doses.
- ◆ VARICELLA (Chicken Pox): 1 dose or health care provider documented varicella disease or immunity.

In addition, all first grade students must present a Physician's Report of Student Health (physical exam). The exam may be scheduled any time within 18 months of entry into first grade. It is recommended that incoming kindergartners have the exam shortly before beginning school. First grade students who do not comply with this requirement will be excluded from attendance. Parents who wish to exempt their children from this requirement must sign a Waiver of Health Examination, available in the school office.

ADMINISTRATION OF PRESCRIBED/OVER-THE-COUNTER MEDICATION

California Education Code, Section 49423 states: Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from the physician detailing the method, amount and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. Forms can be found on the district website or in the school office. If we do not have the above written permission, we will be unable to administer any medication to your child.

All medications must be sent to school in the original pharmacy container with student's name and administration instructions clearly labeled.

ABSENCE/TARDIES

Reporting an absence: When your child is absent, for any reason, we ask that you call the office 943-2462 ext. 5801 and state:

- Your name
- SPELL your child's name
- Student's grade level, teacher name
- Reason reason for absence
- Number of days you expect the absence to last

A parent whose child has a communicable disease should contact the school office or teacher IMMEDIATELY so that other parents may be notified of the possibility of contagion. Examples of communicable diseases are chicken pox, measles, strep throat, impetigo, pink eye, whooping cough, and head lice.

If your child is ill, please keep him or her home until he or she is well and ready to function alertly in a school setting. A student should not return to school until they have been fever free for 24 hours, without the use of fever lowering medication. This benefits your child and other students.

Parents and teachers working together can ensure that all work missed during an absence is completed. Parents should make an appointment with the child's teacher to pick up assignments and books necessary to keep the child's work current.

Independent Study Contracts: If you know that your child will be absent from school for a length of time (**five days or more**), please contact the office and your child's teacher, **five days in advance**, to make plans for independent study during the absence. The contract and all assigned school work are due the day your child returns to school. By completing the contract your child's absence is not considered unexcused. **Make-up assignments, however, are no substitute for the explicit instruction received during regular classroom attendance. We ask that you limit missed days as they create gaps in your child's learning. It also sends a message about how your family values school. The students who gain the most and perform to their highest ability are the ones who are consistently here on time for the entire school day.**

Tardies: When your child is late to school, for any reason, your child must sign in at the office before going to the classroom. It is very important that your child arrives on time. Being tardy can be disruptive to the entire class and interrupts valuable instructional time. A child is considered tardy if they arrive after the 8:10 am bell. We realize the parking lot can be crowded and delay your child's entry, but if you arrive when the playground opens at 7:55, your child has fifteen minutes to play and you breeze through the line without traffic. Win-win.

Truant: It is district policy that a student who has 3 or more unexcused absences or tardies (truant tardy is 30 minutes late or more) is considered truant. You will receive a truancy letter from the office when your child exceeds three unexcused absences or tardies. Vacations are considered unexcused absences. We are participating in a Student Attendance Review Board (SARB) to help families who are chronically tardy or absent.

PERMISSION TO LEAVE SCHOOL

If your child must leave school during the day, please contact the school office in advance. Students need to be signed out in the office by an adult who shows photo ID. Please make sure your emergency pick up list is up to date.

CHANGE OF ADDRESS

It is important that we have the most up to date information as possible in case of an emergency. If anyone has moved, changed phone numbers, place of employment, physicians, etc.. Please make sure you notify the office. When a change of address or phone number is given, you must show proof of current residency at the time of the change.

DRESS CODE

The dress code for Murwood School is straightforward and simple. Just as an adult dresses appropriately for work, children should dress appropriately for work and play at school. The following should **not** be worn at school:

- ◆ Clogs, sandals, cowboy boots, shoes with slippery soles, or high heels
- ◆ Bare midriffs, halters, or tube tops
- ◆ Short shorts
- ◆ Long dresses
- ◆ Cosmetics
- ◆ T-shirts with offensive slogans or inappropriate designs, e.g. advertisements for alcoholic beverages

CODE OF BEHAVIOR

***Murwood Mustangs are People of Character:
We are Respectful, We are Responsible, We are Safe, We Care!***

Discipline Guidelines

All students at Murwood School deserve an orderly environment to maximize learning. The staff has devised discipline guidelines to assist students, staff, and parents in managing standards of behavior.

The staff recognizes that keys to the implementation of any code of behavior are:

- ◆ Concern for the health, safety and welfare of all students
- ◆ Mutual respect among all people involved in the educational process
- ◆ Clear expectations for behavior and consistent follow through by all adults

This handbook spells out school, playground, and cafeteria rules and the consequences for breaking those rules. Consistency by the staff is a vital factor in maintaining a happy, healthy, and safe school environment, but the cooperation of parents is just as crucial.

Students who choose to misbehave will experience appropriate consequences.

Student Behavioral Expectations

Each student will:

- ◆ Be on time for school
- ◆ Follow classroom rules
- ◆ Behave with courtesy and respect toward teachers, other adults, and fellow students
- ◆ Keep the school and grounds neat and clean
- ◆ Maintain a neat and clean personal appearance and wear appropriate school attire
- ◆ Not wear hats indoors
- ◆ Walk (not run) in hallways
- ◆ Walk bicycles when arriving on campus and always wear a helmet.
- ◆ Arrive at school between 7:55 a.m. and 8:10 a.m. and proceed to the playground

Students at Murwood will not:

- ◆ Use profane language or gestures
- ◆ Fight with, intimidate, harass or threaten others
- ◆ Bring toys, electronic games or playground equipment to school
- ◆ Bring dangerous objects, like knives or guns to school
- ◆ Damage school, individual, or neighborhood property
- ◆ Chew gum on campus
- ◆ Travel to and from school in a way that is safe and respectful of others

Zero Tolerance

The Board of Education adopted a Zero Tolerance Policy, Board Resolution #94-10. The policy's goal is to provide all students with the right to attend schools that are safe and secure. The *California Education Code* requires that students are held accountable for school related acts of misconduct, including the possession of weapons and other injurious objects. A pupil may be recommended for expulsion for acts that cause serious injury to another person, involve the possession of a firearm, knife, explosive, or other dangerous object, or involve the sale of a controlled substance. Because all parents and guardians and students are important partners in keeping the schools safe, families should discuss the importance and value of safe schools.

School Safety Rules

- Be respectful of each other and school property at all times.
- Keep hands and feet to yourself at all times.
- Students are not allowed to linger in the hallways before school, during recesses or after school.
- There is no playing in or around the bathrooms or breezeways.
- Always stay in sight of a yard duty person.

- All students take a knee and freeze when the bell rings. Wait until the whistle blows to walk to line. Balls must be carried.
- Running games and kicking balls are allowed on the field only.
- Bounce balls on blacktop and ball wall only.
- No dodge ball during recess or lunch.
- Play equipment of any kind should not be brought from home.
- Snacks are to be eaten in designated areas only.
- Please do not share food.
- Keep school campus clean.
- Bikes, skateboards, and scooters must be walked while on campus.

Consequences:

1. Time out on the bench.
2. Regular classroom teachers will be notified when necessary.
3. Parents will be notified if a child habitually endangers others on the playground.

Play Structure Rules

- Walk in the blacktop and play structure area at all times.
- Eat snacks and drinks in designated areas only.
- Tag, chase and grabbing another student are not allowed.
- Everyone is included in play
- Original rules in games
- No targeting individual students
- Good sportsmanship is essential

Rock Wall

- Students have two minutes to climb up
- Climbers may not sit on top of the wall nor descend down the other side of the wall
- Climbers will descend the same wall they ascended
- Only four climbers on the wall at a time

Monkey Bars

- Move in one direction toward the creek
- Hold CENTER bars only (not the outer larger bar) for safety
- DO NOT SKIP BARS! This causes students to lose their grip and fall, resulting in potential injury

Swings

- Only one person on a swing at a time
- Swing back and forth, not side to side, no spinning
- Hold on with two hands
- Sit up on your bottom only
- Stop to get off. Please do not jump off. When others are waiting, each student can have 20 full swings before sharing
- Students will line up behind the rubber on the creek side.

Slides

- Slide one at a time
- Slide down feet first only
- No going up the slide, or climbing on the sides of the slide.
- Sit up on your bottom

Wiggle Walk

- Only one person on each pad
- Pads are for walking only, no sitting
- Take turns, no pushing or blocking of others
- Students should move in the directions of the arrows on playground diagram.

Climbers

- On the spinning climber, spin on your own. No pushing
- Keep hands below the top edge on the clear climber
- Stay off the top of the climber and the shade structure
- Climb to the top and down on the same side. No climbing over the top or jumping off.
- Enter and Exit overhead features in the directions of the arrows on the playground diagram
- Never grab or pull on someone who is on the bars.

Lunchroom Rules

The following are the standards of behavior in the cafeteria:

1. Use restaurant voices and manners
2. No hats are to be worn in the cafeteria
3. Students are to sit at assigned tables
4. Help to keep the cafeteria clean by throwing away all wrappers, trays etc...
5. Students need to have permission to get out of their seats.
6. Students need to discuss ordering second lunch with their parents in advance
7. Please do not share food

Bicycles

Although the school recommends that a child be in third grade, it is the parent's responsibility to determine at what age their child is ready to ride a bicycle to school. Students should be provided with a sturdy bicycle lock, as the school is not responsible for loss or damage. Upon reaching the school grounds, riders should dismount and WALK their bicycles to the bicycle rack. Bicycles should remain locked during the school day and should not be ridden on campus. Bicycle racks are located next to the kindergarten fence in the front of the school and inside the back gate. **Please remember: State law requires that children wear helmets when riding bicycles, scooters, or skateboards.**

Cell Phones

If parents feel their student needs to carry a cell phone, the student may do so. The cell phone must be kept in the student's backpack and turned off during the school day. If the cell phone is taken out during school or the use of it interferes with school activities

in any way, school personnel will hold the cell phone and return it to the parent. Repeated offenses will have progressive consequences. School personnel are not responsible for damaged or lost phones.

No Wheels

Walnut Creek School District Board policy prohibits vehicles on campus including bicycles, scooters, skateboards, Heely's and rollerblades. This "No wheels on campus policy" is fully enforced at Murwood. Students may "ride" to and from school on "wheels" but walk onto the campus.

Toys

Toys, trading cards, electronic games, and other personal items are not allowed at school, except with permission from the classroom teacher. If your child brings something to school for sharing, he/she must have permission from the teacher and must keep the item in his/her backpack until sharing time. Sharing items are not allowed outside during recess.

CONSEQUENCES FOR BREAKING SCHOOL RULES

Students who do not follow school rules will receive an "I Choose to be Responsible" form to complete. Reflection time will be given to the student. Other consequences may be given based on the severity and/or frequency of the inappropriate behavior. Students take the "I Choose to be Responsible" form home. Parents sign and the student returns the "I Choose to be Responsible" form to the classroom teacher or principal.

A disciplinary referral is given for serious infractions or for continued noncompliance. In addition the student will be given consequences (e.g. no recess, or loss of a preferred activity or community service). Discipline is progressive.

It may be necessary to withdraw the student from the classroom for a portion of the school day. The student may be sent home early or kept on campus for an in-school suspension. Students and parents will be notified on an individual basis about the procedure of in-school suspensions that require withdrawal from the regular classroom.

Suspension Procedures

It is the intent of the Walnut Creek School District that each student receive all the support services possible to develop acceptable social and emotional behavior through a positive self-esteem. However, it is recognized that situations and circumstances could dictate that the suspension or expulsion of a student is in that individual's best interest in impressing upon him/her the seriousness of an act; or required for the safety and well-being, and/or learning environment of other students.

Suspension is imposed for serious discipline infractions or repeated acts of misconduct when other means of correction have failed to bring about proper behavior. It is not meant as a form of behavior modification, but as a method to remove students for serious infractions, restore a proper educational environment, address law, and ensures official documentation of events. The student will be informed of the reason for the suspension and shall be given the opportunity to present his/her explanation of the incident.

At the time of the student's suspension, a staff member will make a reasonable effort to contact the student's parent/guardian in person or over the telephone and mail or give the "Official Notice of Suspension" to the parent/guardian. This notice will contain each of the following: a. An explanation of the incident leading to the suspension. b. The date and time when the student will be allowed to return to school.

On-Campus Suspension (OCS): The student is removed from the classroom and placed in the office.

Harassment:

Every student staff member, and parent has the right to be treated with courtesy and respect. Students, staff who believe they have been subject to or witnessed harassment should report the details of the incident as soon as possible to the principal. Any alleged violations of the expectations and policies will be promptly investigated in a confidential manner by the principal. The investigators strive to protect the privacy of all involved. Parents and students should not assume school personnel are aware of a particular situation. Students who are aware of a situation where another student is being subjected to harassment should report that information to any school staff member. Retaliation against a student who has filed a harassment complaint will be subject to disciplinary action.

Harassment includes insults, name calling, hurtful words, put downs, use of profanity, ethnic or racial slurs, bullying, graffiti, innuendos, derogatory statements addressed publicly to others-that may precipitate disruption of the school program or otherwise interfere with an individual student's education or the school's educational mission.

Verbal harassment includes, but is not limited to the following behaviors:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at another;
- Any behavior that creates a hostile, intimidating or offensive learning environment.

EMERGENCY / DISASTER

Several types of drills are held on a regular basis to help children and staff learn and remember emergency procedures, practice an orderly exit from the building and maintain a calm attitude in the case of a real emergency or disaster. In addition, two annual full scale disaster drills are held on campus which involves all staff in their trained safety roles. A command center is set, as well as student release center. Teachers team up to combine classes while staff inspects each and every location to ensure students and staff safety. We have an emergency storage unit on site that holds food, water, shelter, clothing, first aid supplies, blankets and all items necessary for student safety in the event of an emergency.

Should an emergency/disaster occur during school hours, children will be supervised at school until they are picked up by an adult designated on the student's emergency card. Parents will be directed to the area where children are located. All students wear a lanyard which holds a copy of their emergency card. Parents/authorized adults can sign the child out and the lanyard will stay with the supervising staff member. Because children cannot be released to unauthorized persons, it is recommended that several names of friends or relatives in the area be listed on the emergency card. Identification may be requested. It is vital that your emergency contact information is up to date.

DRILLS

Evacuation Drills include Fire and Earthquake: Students leave the classroom in an orderly fashion and report to the field class station. The teacher is the last one to leave the room with the emergency backpack and the door is closed. On the field, teachers take roll and report any injuries/needs to the command station.

Fire: A loud shrill alarm is triggered. Students evacuate to the field and classroom doors are closed, but not locked.

Earthquake: An intercom call is made "Duck, Cover, Hold" to signal the beginning of this drill. Students are directed to duck and cover until it is determined safe. A second intercom call signals evacuation to the field. Once everyone is safely evacuated, doors to the classrooms are locked to ensure that people do not return to damaged buildings.

Non-evacuation drills include Shelter-in-Place and Intruder: Students are directed to stay inside if they are already there and if outdoors to report to the closest classroom. All doors are locked from the inside and all blinds/curtains are closed. Staff/students listen for announcements and need to stay indoors.

Shelter-in-Place/Intruder: An intercom command of "Shelter-in-Place" repeated several times will alert staff and students to a potentially dangerous situation.

Character Education

Soul Shoppe

Our school works with Soul Shoppe to support us in promoting social emotional wellness in all students. Soul Shoppe provides interactive assembly programs and workshops that teach students important skills to support them academically and emotionally through life.

The skills will focus on problem-solving, conflict resolution, creating a community of learning and growth and defining and internalizing the character traits that create great communities and citizens.

The objectives for the program:

- ✂ Creating Optimal Learning Environments: A foundation of Respect
- ✂ Personal Empowerment: Awareness around choices we make
- ✂ Skill Building: To navigate life powerfully
- ✂ Community Enhancement: Promote empathy and high level of functioning for all
- ✂ Joyful Living: Encourage a sense of freedom in all we do.

Throughout the year, we will have grade level workshops focused on a particular character trait. We start with Respect and Responsibility as the foundation. For a list of monthly traits, check with your school calendar. We encourage the parents and families to check out the monthly workshops and learn with us.

**PARENT-TEACHER PARTNERSHIP:
A GUIDE TO VOLUNTEERING AT MURWOOD**

Volunteering your time and talents in the classroom benefits your child, the school and you – it's challenging, personally rewarding and fun. Volunteering creates a natural bridge between home and school. Children love to see their parents in their classrooms. Your presence demonstrates that education is important to you and promotes a positive attitude towards learning. No previous experience is required: enthusiasm, dedication and a desire to learn are the most important job qualifications. A sense of humor is at times helpful too.

On Your Volunteer Day

A modest paper trail documents volunteer time spent onsite. **When you arrive at school to volunteer, please sign in at the school office and obtain an official visitor's name tag. The name tag must be visible to all school personnel and to the children. It is imperative that the office knows who is on campus in case of a school-wide emergency.** If for some reason, you are unable to meet your volunteer commitment, please make every attempt to find a substitute to work in your place. (A list of classroom substitutes should be available from your teacher.) The children and teachers rely on the dedication and commitment of parent volunteers; a volunteer's absence is always strongly felt. Please alert your teacher to any schedule change by calling the school office at 943-2462 and asking for the appropriate voice mail extension.

Becoming a Member of a Professional Team

When you assume the responsibility of volunteering in the classroom, you must agree to adhere to the code of ethics that binds together professionals working in the field of education. Professional discretion prohibits discussing students, teachers, or internal school affairs outside the classroom. Sensitive issues should be referred to the teacher or to the principal, always respecting the need for confidentiality.

In the Classroom

Murwood School teachers are experienced in working with volunteers of varied backgrounds and interests, and they value both the assistance and the enrichment that the parent talent pool brings to the classroom.

To help parents succeed as volunteers, the following guidelines have been developed to provide a foundation for positive adult/student interactions.

Listen actively and expect active listeners: The teachers use attention-focusing techniques, such as having the children raise their hands until the whole class is silent. Make sure you have everyone's attention before proceeding. A child needing assistance should be helped one-on-one; try to get down to the student's eye level when communicating.

State directions using positive language and convey expectations clearly:

Statements such as, “Today we’re going to...” and. “I’d like to see...” are effective. Instead of telling learners, “Don’t do it that way,” try illustrating what you don’t want by asking them, “Is this the way?” and respond to the chorus of “Nooooos” with another positive statement: “That’s right!” Don’t be afraid to let students take risks and make mistakes.

Praise effort and acknowledge success: “I can see you’re really trying...Good effort...You’ve done really well...” are all confidence-building phrases. Be sure to take the time to express interest in a student’s completed work before starting another activity. Be specific and authentic in your praise. “I like the way you.....” “This sentence really shows..”

Avoid direct comparisons of students’ work: Children will sometimes compare work on their own. Try to redirect student competition to avoid a win/lose scenario. “Yes, Chris has done a really good job. I like the way you have done such-and-such...” A simple, non-judgmental reminder, “We don’t use put-downs,” can help, too.

Try to end the session on a successful note: Emphasize the successes of the lesson or project: “I can see how much you enjoyed...I like the way everyone tried...”

Troubleshooting: A proverbial ounce of prevention, used to head off a developing problem, is worth a pound of cure spent trying to salvage a meltdown situation. Serious problems should be referred back to the teachers. Not only have they seen it all before, the teachers have at their disposal all the effective tools of their trade. Not the least of these tools is a sense of confidence about the job, and in time, volunteers acquire that, too.

COMMUNICATION

Close home-school communication is important. The following is a list of the many ways the teachers, the school administration, the PTA, and parents communicate information. A more detailed description of each item appears in the following section, **“A Guide to Murwood”**.

- ◆ Weekly eNews
- ◆ Murwood website
- ◆ PTA website
- ◆ WCSD app
- ◆ Monthly PTA General Meetings
- ◆ Monthly MAC Meetings
- ◆ Wednesday Envelopes
- ◆ Classroom Newsletters, Websites, and emails
- ◆ Parent-Teacher Conferences
- ◆ Back-to-School Night
- ◆ Parent Education Events
- ◆ Hallway Bulletin Boards
- ◆ Marquee

A GUIDE TO MURWOOD (Glossary of Terms)

The following pages contain an explanation of most of the PTA and school sponsored activities at Murwood, and will serve as your guide throughout the year. Read on for lots of information and ways to get involved.

PTA stands for **P**arent **T**eacher **A**ssociation. PTA is a national organization, to which the Murwood PTA belongs. Murwood PTA is a part of the Las Trampas Creek Council of the 32nd District of the California State PTA. Each PTA officer is elected by the Nominating Committee and then general membership at the end of the school year for the following year. If you are interested in the PTA, it's easy to get involved. Start by coming to meetings (generally held on the third Tuesday of each month), and learn which activities or committees interest you. Or just call the school office and we will put you in touch with the PTA President!

The following list includes PTA-sponsored events, as well as school/District-sponsored activities and events. Those that are sponsored by the PTA are so noted.

ADA

Average **D**aily **A**ttendance: the aggregate number of days of **attendance** of all students during a school year; divided by the number of days school is in session during that year.

After School Enrichment Programs

The After School Enrichment program is run by Murwood's PTA. Every semester a variety of different classes are provided for after school, such as, piano, guitar, Spanish, art, drama and dance to name just a few. The courses offered will vary. This program is prepaid by those who wish to participate.

Assessment Reports

Report cards.

CCC

The **C**ommunity **C**oordinating **C**ouncil was established by the Governing Board (see "Governing Board") of the Walnut Creek School District to provide the PTA/Parents' Club in each school an opportunity to coordinate their actions regarding district-wide activities. The CCC membership includes the PTA/Parents' Club Presidents, the principals, and a member-at-large of the PTA/Parents' Club from each school in the district. The PTA/Parent's Club President and parent member-at-large each have a vote on issues that require a resolution. The Superintendent of Schools, one Governing Board member, the immediate Past President of the CCC, and District Curriculum Director also act as advisors. Regular meetings are held on the 4th Tuesday of each month (except December) in the evening. Meeting locations rotate among the six schools. The primary purpose of the council is to coordinate activities, share

information, and discuss innovative ideas that potentially affect all five elementary schools in the district, as well as Walnut Creek Intermediate (WCI).

Dogs on campus

California state law prohibits dogs on campus during the instructional day. Service dogs are allowed to be in all public and private areas of a campus when the staff member or student has a verified medical condition warranting the need of a service dog, the dog is a trained service dog appropriately tagged and identified, and the dog is under control of the owner.

ELAC English Language Advisory Committee

ELD English Language Development.

eScrip (PTA)

Murwood PTA participates in the **Electronic Scrip** (eScrip) program, which is intended to benefit schools and organizations that support children and children's programs. Murwood is enrolled with ESI to receive donations from merchants who participate in the program. **Murwood's Group ID # is 13710427.** eScrip is a simple and easy way to support Murwood School by shopping at participating merchants and using your registered loyalty, credit, or debit cards. Donations from the merchants are made automatically to Murwood, and you receive periodic statements showing what has been donated in your name. For more information, please contact the eScrip Coordinator, listed in the student directory.

Governing Board

The School Board of the Walnut Creek School District, more formally titled the Governing Board, has five members, elected for a four-year term by the voting residents of the district. For a list of the current members, contact the district office or the school office. The position of President and Clerk of the Governing Board rotates among the members annually. The Governing Board is responsible for the management of the district. It is responsible for establishing all the educational programs and curriculum as defined by the state guidelines, reviewing and revising as these guidelines change and evolve. The board authorizes alternative educational programs. It is responsible for the terms of employment of all district personnel: the superintendent, teachers, janitors, aides, and food service workers. It is also responsible for the onerous task of adopting the annual school budget, balanced for the current year and not affecting future budgets. Representatives from each school (the School Board Rep is a PTA committee position) attend school board meetings, and periodic summaries of the meetings are sent by the superintendent.

Keyspot

Keyspot is a state-licensed on-site extended-day enrichment and recreation program. It is located in the building between the school and the baseball fields. Keyspot provides before and after school care to Murwood School's children in a well supervised, safe

and familiar environment. If you need regular or drop-in before or after school care, call the director, Garnet Shah, at 925-932-8118.

Library Media Center

The Library Media Specialist provides continuity in the library program and also offers library media instruction to the students. Each class in the school has a library period scheduled each week. Parent volunteers are needed to help during these times.

MAC

The **M**urwood **A**dvisory **C**ommittee serves as the site council for the school. It is responsible for helping to develop, implement, and evaluate the School Improvement Program (see SIP) for Murwood. This involves monitoring the SIP budget, establishing priorities, defining goals for each subject area, helping to fund programs based on those goals and yearly evaluation of progress in each program and goal area. The committee allocates SIP funds to support services unique to Murwood.

MAC is made up of parents and staff members. All residents of the school attendance area and all staff members are eligible for participation. Meeting dates are on the school calendar available on the Murwood Website. Parents are encouraged to attend and share their concerns and views. The committee is a tool for communication between parents, staff and the principal.

Messages

To eliminate classroom interruptions, messages for students will be limited to those that are urgent. Please make sure your child knows their after school plan before you drop them off.

Open House

Open house is an evening to celebrate your child's achievements and share his or her work, learn how the standards, curriculum, instruction, assessment tools and student progress are linked, and celebrate a successful school year.

Room Parents (PTA)

Room parents are volunteer parents in each classroom who work closely with the classroom teacher to plan and coordinate certain activities. Depending on the needs of the individual teacher, duties may include coordinating field trips or calling parent volunteers. If you want to help the hard-working room parent for your classroom, watch for their names in the school directory.

SIP

The **S**chool **I**mprovement **P**rogram is funded by the state and provides additional monies to qualifying schools, based on the State Education budget and each school's enrollment figures. Allocation decisions are made by the school site committee (see MAC). Funds go to implement action plans in the three areas of the Site Strategic Plan; Curriculum, Communication, and Climate.

Soul Shoppe

Soul Shoppe provides interactive assembly programs and workshops that teach students important skills to support them academically and emotionally through life. The skills will focus on problem-solving, conflict resolution, creating a community of learning and growth and defining and internalizing the character traits that create great communities and citizens.

Technology Committee

This school committee, made up of teachers and district technology personnel, is responsible for the technology plan for the school. Technology is becoming an increasingly important tool for education, and this committee works to ensure that Murwood has current technology available in every classroom and the school computer lab.

Welcome Back Day

Murwood's Welcome Back Day or registration day is the opportunity before school starts for parents to fill out emergency card information and other important school documents.

WCI

Walnut **C**reek **I**ntermediate School is Walnut Creek School District's only Middle School. All promoted 5th graders will attend WCI as a 6th grader. The five elementary schools of the Walnut Creek School District feed into WCI, which includes grades 6 through 8. Tice Creek also offers K-8.

WCEF

The **W**alnut **C**reek **E**ducation **F**oundation is a nonprofit corporation whose purpose is to promote quality education in the Walnut Creek School District by raising money from a variety of sources to help meet critical needs that the district's budget cannot cover. It has a board of directors that, among others, includes a representative from each school. WCEF targets for its funding activities projects that are district-wide in nature or cannot be funded on an individual school basis, such as by the PTA. Currently, WCEF funds science, vocal music instruction, art and P.E.

WCSD

Walnut **C**reek **S**chool **D**istrict.

Wednesday Envelope

The Wednesday envelope contains important information on everything that is happening at school and in your child's classroom. It is one of the primary means of communication from the school, classrooms, district, PTA, city youth programs, and other supporting organizations to the parents.