

WOODLAN
ELEMENTARY
SCHOOL - K-6

2017 - 2018

Warriors



Student-Parent Handbook

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WELCOME

Welcome to Woodlan Elementary School. We hope and expect that our school will be a source of pride for everyone. Please become familiar with the contents of this handbook. It is designed to help explain the services and policies at Woodlan Elementary.

STAFF INFORMATION

Principal	Michael Chen
Secretary	Amber Stilwell
Nurse	Leonda Stieglitz/Cynthia Brooks
Guidance	Christina Murphy
Music	Ellen Augsburger
Art	Jim Buchler/Kristin Kramer
P.E.	Kathy Dawes/Brad Snyder
Special Ed.	Angie Baughman
Special Ed.	Jackie Davis
Special Ed.	Denise Shawver
Special Ed.	Abby Saalfrank
Speech	Merry Hiatt/Tina Peaks
Instructional Coach	Christine Brames
Kindergarten	Marta Schnelker
Kindergarten	Pat Boicey
Kindergarten	Mary Catherine Palmer
1 st Grade	Kelly Snyder
1 st Grade	Christy Preston
1 st Grade	Linda Moore
2 nd Grade	Liz Kowatch
2 nd Grade	Dawn Mohr
2 nd Grade	Kenda Kimmel
3 rd Grade	Kim Strautman
3 rd Grade	Tracey Mull
3 rd /4 th Grade	Jodi Parisot
4 th Grade	Sharon Smith
4 th Grade	Staci Salzbrenner
5 th Grade	Joni Price
5 th Grade	Rich Cook
5 th Grade	Lynn Hixson
6 th Grade	Michelle Gibson
6 th Grade	Dan Potter
CRT	Dani Lake
Media Para	Kelly Ashcraft
Cafeteria Manager	Darlene Hamilton
Custodian	Matt Lortie
Director of Facilities	Doug Roemer

WOODLAN ELEMENTARY SCHOOL IMPROVEMENT GOAL:

All students will improve reading comprehension skills and math computation skills across the curriculum.

VISION STATEMENT:

Woodlan Elementary will inspire students to develop strong character and empower students to excel to the best of their ability in a positive, safe environment.

BELIEF STATEMENT: A place to build relationships, learn & succeed

I. PARENT / STUDENT GENERAL INFORMATION

OFFICE HOURS:

The Woodlan Elementary office is open from 7:00 a.m. to 3:30 p.m. Monday through Friday.

GETTING INFORMATION:

You may always call the school at 446-0280 and ask for:

1. The School Secretary ... she will direct you to the person with the information you need
2. Your Child's Teacher ... for information regarding your child and classroom
3. The School Principal... for information or concerns you wish to share



INCLEMENT WEATHER:

Periodically weather conditions may be such that school will not be in session or the starting of the school day will be delayed. Announcements are made over the local radio and/or TV stations starting as early as 6:00 a.m. **Please do not call the school for this information.** Should weather conditions worsen after students arrive and require that students be sent home prior to scheduled dismissal, the early dismissal will be reported to all Fort Wayne radio stations and/or TV stations.

2-HOUR & 3-HOUR DELAYS (DUE TO WEATHER CONDITIONS):

- A **two-hour delay** means that the first bell will ring at 9:55 a.m. and the tardy bell will ring at 10:00 a.m. , therefore ending at 2:50 p.m. (2:45 for car riders).
- A **three-hour delay** means that the first bell will ring at 10:55 a.m. and the tardy bell will ring at 11:00 a.m. A **three-hour delay** means that school will be extended an hour, therefore ending at 3:50 p.m. (3:45 for car riders). If there is a two-hour or three-hour weather delay on a Wednesday, Collaboration Day, there will not be early dismissal and pick-up will occur at the regular time (2:50 p.m. for two-hour and 3:50 for three-hour).

***Breakfast will not be served on delay days.**

WEDNESDAY COLLABORATION (Early Dismissal) SCHEDULE:

- Collaboration time will occur every Wednesday afternoon beginning in September. **EACS will dismiss school *30 minutes early*, which is 2:15 (2:20 car riders) on each scheduled collaboration day beginning September, 2016 through the end of May, 2017.**
- When EACS has a delay due to inclement weather, the collaboration schedule **will be cancelled and schools will dismiss at regular time. (or an hour later if a 3-hour delay.)**

CHANGE OF ADDRESS:

Parents/Guardians are to inform the office immediately of any address or phone changes.

PARKING AREAS FOR PARENTS AND/OR VISITORS:

There is a large parking area in front. Please enter through door #4. When picking up students during the day, please **do not** park along the sidewalk in front of the school and leave your vehicle unattended since this is a fire lane. Vehicles cannot idle longer than 10 minutes at dismissal.

PTO:

Parents that want to become involved with our school's PTO are always welcome to attend any PTO meeting. We encourage parents to join our PTO and help to make our school grow. Information can be obtained in the school office. Our PTO is K-6.

ENVIRONMENTAL ISSUES:

Woodlan Elementary is a "Smoke-Free Work Place", therefore:



- ❑ The use of tobacco products on school corporation-owned property outside school corporation-owned buildings is prohibited during regular school hours and at after school activities or after school hours.
- ❑ All persons, including staff and visitors, shall not be permitted to use tobacco products of any kind or any form while inside school corporation-owned buildings or while in school corporation-owned, contracted, or other authorized vehicles.

Indoor Air Quality [IAQ]:

East Allen County Schools recognizes the importance of protecting your child's health. For this reason, East Allen County Schools has adopted Indoor Air Quality Policies for the district to follow. The measures instituted by the district include: 1) limiting animals in classrooms, except for educational purposes; 2) limiting the idling of vehicles on school grounds; and 3) the proper usage, storage and disposal of chemicals used on school grounds. Any concerns about IAQ should be addressed with your School Principal or the district's IAQ Coordinator (EACS Director of Facilities). More information about the practices being following by EACS on Indoor Air Quality can be found on the EACS Website.

VISITATION OF SCHOOL:

Parents are always welcome to visit school. We would like to submit the following visitation guidelines:

Please enter through door # 4. Please enter the office and sign-in, fill out and wear a Visitor's badge from the office. Please make sure that the Visitor's badge is visible for all to see. All other outside doors will be locked during the school day for your child's safety and protection. Please make sure that prior to leaving the building that you sign out in the intermediate office.

Please turn off cell phone ringers upon entering the building.

Teachers prefer to have visitors enter the room as quietly as possible, unless the classroom door is closed. In that situation, knocking on the classroom door is preferred.

VOLUNTEERS:

Anyone who is interested in serving as a volunteer should contact the school office or their child's teacher for more information. We are always thrilled to have extra help in the school!

All volunteers that will be working with children (or attending field trips) will need to complete a criminal background check. Any person volunteering to chaperone a field trip must be at least 18 years old. Younger children are not allowed on field trips with chaperones. Forms are available in the school office.

VACATIONS:

If a student will miss school because of a vacation, the parent must contact the office to request a vacation form **PRIOR** to leaving on vacation. The office will fill out the form for attendance and grades, the principal will approve or not approve the vacation and send the form home. The parent may need to sign & return the form prior to the vacation if not approved by principal.

II. ARRIVAL/DISSMISSAL

ARRIVAL TIMES: THE TARDY BELL WILL RING AT 8:00 A.M.

ARRIVAL PROCEDURE:

- When dropping off students in the morning, **please do not park along the sidewalk and wait for the bell to ring** - it creates traffic issues and safety is jeopardized. If you want to park and wait, you will need to park in the visitors' parking lot until the bell rings. Then drop off your child along the sidewalk via your vehicle or walking them.
- Cars dropping off; drop off students on the sidewalk side (DO NOT have students get out on the opposite side of the sidewalk), and proceed cautiously out of the drive.
- 7:30 a.m. - Students that are car riders are allowed to enter the building through Door #4 and wait in the Elementary Gym if they are not eating breakfast where they will be supervised until the bell rings. If students are eating breakfast, they will proceed to the cafeteria and stay until the bell rings.

DISMISSAL PROCEDURE:

- Students that are Car Riders are dismissed at 2:45 p.m. out of door #4 – next to the Elementary Office and are supervised until all are picked up.
- Bus Riders will begin dismissing at 2:45 p.m. and walked to the buses with their teacher.
- If you will be doing **anything** to alter your regular schedule at the end of the school day, **a note must be written** to the classroom teacher. (i.e. If your child will be picked up rather than riding the school bus, etc.) The office must sign any notes concerning a change in transportation. **If we do not receive a note or phone call, we will send your child home via their usual form of transportation.**
- Any last minute changes in transportation need to be called to the office **by 2:00 p.m.**

BUS RIDERS:

Bus riders will be admitted at 7:30 a.m. into the building to be supervised in the gym or to eat breakfast until the first bell at 7:55 am. The tardy bell will ring at 8:00 a.m. In the afternoon, bus students are supervised to their buses beginning at 2:45 p.m. with their teachers.

BUS TRANSPORTATION

EACS provides bus transportation for students who live within specified attendance areas. Students who ride buses should ride both ways each day unless parents have made other arrangements with the driver or office. Students may only ride the buses to which they are assigned and must get on / off at the assigned stops. The principal must approve exceptions.



P.M. CAR RIDERS:

- All car riders will be dismissed at 2:45p.m. where they will be supervised and directed to their cars by the supervising staff member(s).
- Drivers are asked to wait in line for their child, with the first car pulling up along the sidewalk. Students will be dismissed to their car once the car has stopped.
- If your child is not ready to be dismissed to your vehicle, you will be asked to pull around to the end of the line in order to keep a continuous flow of traffic during dismissal.

III. ATTENDANCE

LEAVING SCHOOL DURING SCHOOL HOURS:

It may be necessary for you to take your child from school during school hours. If this situation occurs, please send a note or call the school office before 2:00 p.m. that day. It is necessary for you to come to the school office **through door #4** where your child will be called from his/her class to meet you in the office. You will also need to “sign-out” your child in the school office. The greatest protection for your child can be provided this way and classroom interruptions will be kept to a minimum. If your child is returning to school during the school day, please sign the child in with the secretary.

REPORTING ABSENCES:

If your child is going to be absent, **please call the school prior to 8:30 a.m.** to report the absence @ 446-0280. When you hear the recorded message, press "1". This system is available 24 hours a day. This needs to be done to verify the absence as 'excused' or 'unexcused'. If we do not receive a phone call, we will make every attempt to call parents/guardian to verify the absence. In the case that we do not receive a prior call reporting the student absence or do not reach a parent to verify the absence, the absence will be determined 'unexcused'. Student absences that occur after accumulating ten absences must be accompanied with a doctor's note to be excused.

Keep in mind that it is the parent/guardian responsibility to report your child's absence; so please make sure that you call the school when your child is absent. The principal will make a home visit if no one calls in for the student.

REQUESTING HOMEWORK:

If your child will be out and you want to request homework, please call the office. It can be picked up at the end of the day or the following day.

TARDINESS:

- Arriving on time is important to start the day off right. **A STUDENT IS TARDY IF HE OR SHE IS NOT PRESENT AT THE BEGINNING OF CLASS (8:00 a.m.)**
- Acceptable excused tardies include illness, doctor's appointment or a late bus.
- All Parents are required to sign in their child at the office if they arrive to school **after 8:00 a.m.**
- **The following will occur when tardies occur within each quarterly basis:**
 - Students may be charged with truancy for 6 consecutive tardy occurrences during the school year and SOCAP may be notified with excessive tardiness.

TRUANCY:

** See the EACS Guide to Students & Parents for more information.*

WITHDRAWAL FROM SCHOOL:

Parents need to withdrawal or transfer of a student from school in the school office. All school property must be returned to the teacher or school office. Refunds will be made, if necessary.

IV. STUDENT DISCIPLINE

All students deserve the opportunity to attend a SAFE SCHOOL where ALL CHILDREN CAN LEARN! For this to happen, **parents, students and staff must work together.**

- The **focus of discipline** is one of ‘teaching students to become responsible individuals’; rather than one of ‘punishing misbehavior’. Children will make mistakes, and we want to make such times a learning experience. However, behavior that is defiant, strictly disruptive, and/or causes personal injury to others **will not be accepted.**
- Woodlan Elementary will be orderly and disciplined. Students will show self-control and will be accountable for their behavior. Students will experience consequences for inappropriate behavior. Woodlan Elementary staff will help students understand ‘School-wide Expectations & Procedures’. Classroom teachers will establish ‘Classroom Expectations & Procedures’ and review and practice them with their students.

GENERAL BEHAVIORAL EXPECTATIONS: (In school & on bus)

- Student behavior will allow "teachers to teach and students to learn." **Behavior that disrupts teaching and learning will not be allowed.**
- Students will respect one another's personal space.
- Fighting, kicking, or pushing (intentionally hurting others) **will not be allowed.** **Play fighting is discouraged** and the judgment of the supervisor will determine the action to be taken.
- Students will use respectful language and actions. Disrespectful or inappropriate language and actions **will not be allowed.**
- Students will respect the property of others. Vandalism and theft **will not be allowed.**

BULLYING/HARASSMENT:

Students in Woodlan Elementary need a safe and threat-free environment if they are to do their best while attending school. We take a strong stand against fighting, possession of weapons, drugs, alcohol, and tobacco, and harassment and bullying.

Bullying is defined by the Act as ‘overt, repeated acts or gestures, including verbal or written communications; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

The school’s first reaction to this will be for the school guidance counselor to discuss with the student what they did wrong and warn them not to repeat it. If harassment or bullying is repeated, the parent/guardian will be contacted and consequences will be administered.

Please refer to the EACS Guide to Students and Parents for the Indiana Bullying law.

Contact the Guidance Counselor with questions or concerns about bullying at Woodlan Elementary.

CONSEQUENCES FOR MISBEHAVIOR:

Students will be responsible and accountable for their behavior and will experience the consequences of inappropriate behavior.

"Minor" Misbehavior:

** talking out*

** failure to follow directions*

** failure to complete assignments*

** other inappropriate behavior*

The classroom teacher handles minor misbehavior. Appropriate consequences may include:

- kind & firm verbal reprimand
- time in a "time out" area
- loss of a privilege
- parent/student conference
- removal from the group
- detention before or after school
- phone call/ note to parent
- student contracts

"Major" Misbehavior:

- * *Fighting*
- * *Vandalism*
- * *Serious Classroom Disruptions*
- * *Possession of firearms, explosives, knives, beepers, lighters, matches, drugs or other forbidden items. (This includes real or toy weapons.)*
- * *Stealing*
- * *Bullying / Threats*
- * *Disrespectful/Defiant behavior*

Major misbehavior results in immediate referral to the building principal or assistant principal. This will usually result in one or more of the following:

- Detention
 - In-school Suspension (ISS) – Buddy Teacher
 - Out of School Suspension (OSS)
 - Request for Expulsion from school for the remainder of semester or school year
 - Other action considered appropriate
- ... **Parent or guardian contact is also administered.**

Note: A parent conference by phone or in person is required for a student to return to school when they've had an OSS. It is very important to our children that parents and school staff work hand-in-hand. Support, communication, respect, & follow-through are critical in reaching the desired results for all students.

(See EACS Guide to Students and Parents)

SCHOOL PROCEDURES FOR WOODLAN INTERMEDIATE STUDENTS:

HALLWAY PROCEDURES (with your class or individually)

1. Walk in a single file line on the right side of the hall with a voice level of 0 during instructional hours.
2. Keep hands, feet, and objects to yourself.
3. Close your locker quietly.
4. Individuals in the hallway must carry a pass.
5. Speak and behave respectfully to adults and peers.

RESTROOM PROCEDURES

1. Use 0 or 1 voice level.
2. Use the restroom for its intended purpose.
3. Wash hands with soap and water for 20-30seconds (may sing Happy Birthday in your head)
4. Dry hands with paper towel (2-3 pulls) and throw away towel in the trash.
5. If misconduct or messes have occurred in the restroom, notify your teacher immediately.
6. Return promptly to your classroom.

GO, FLUSH, WASH, LEAVE

PLAYGROUND PROCEDURES

1. Students are responsible for all recess equipment (picking it up and putting it away) and will use it for its intended purpose.
2. Play on equipment and on the playground in ways that will not harm others or yourself.
3. Be fair and display good sportsmanship that includes others.
4. Speak and behave respectfully to adults and peers.
5. Report misconduct to the adult supervisor immediately.

CAFETERIA PROCEDURES

1. While waiting in line, wash hands with hand sanitizer and use voice level 1.
2. Remember to use good manners (talk quietly, use “please” and thank you”, don’t throw food, don’t make messes, etc.).
3. Raise hand for permission to clean up your area and go quietly back to your table.
4. Table helpers will stay to wash the tables. All students will be a table helper.
5. Raise your hand for permission and a pass for the restroom.
6. Wait for your teacher to come get you to return to class.

CLASSROOM PROCEDURES

1. Follow the classroom procedures and expectations established by the teacher.

ASSEMBLY PROCEDURES

1. Actively participate and applaud by clapping only (no yelling or whistling).
2. Sit quietly, giving your full attention to the presenters.

EMERGENCY PROCEDURES

Follow stated procedures quickly and quietly; obeying staff immediately.

INDOOR RECESS PROCEDURES

1. Follow your classroom indoor recess procedures as determined by the staff.
2. Conduct will be friendly and courteous with other students and adult supervisors.
3. We will have indoor recess if the wind chill temperature is 5 degrees or below.
4. IPods and hand held video games may be used in the classroom for **indoor recess only**.

BUS PROCEDURES

1. Students will remain in their seats and keep their bodies and belongings in the bus.
2. Students will show respect towards others by using appropriate language and conduct.
3. Voice level of 0-1.
4. Students may lower windows halfway with permission from the bus driver.
5. Students are not permitted to eat or drink on the bus unless they have permission from the bus driver.
6. Students shall refrain from illegal activities while on the bus (i.e. tobacco, using lighters, vandalizing, weapons, etc.)
7. Students may use technological devices with permission from the bus driver. All content viewed must be age appropriate (K-12).

STUDENT DRESS AND APPEARANCE CODE



Students' dress and grooming must be clean, neat, & appropriate for classroom & school activities. Attire that poses a threat to safety/health or disrupts the educational process will not be permitted.

Clothing which **MAY NOT BE WORN** includes:

1. Clothing with inappropriate slogans (including tobacco, drugs, or alcohol advertising or characters), sayings or messages or that which is solicitous, obscene, or profane.
2. Shirts showing stomachs, halter-tops, or straps less than 'two fingertip' width.
3. Short-shorts; **Shorts and skirts must be appropriate length.** Skirts in the winter should be worn with leggings or tights.
4. Shorts may be worn during the first and last 9-weeks unless approved by the principal.
5. Any improperly revealing (sagging pants) clothing, torn, or revealing clothing.
6. Any apparel which is representative of gang affiliation.
7. Excessively torn clothing or clothing with holes.
8. Ball caps, bandanas, pajama pants, and sunglasses, unless it is indicated as a Student Council 'Spirit Day'.
9. Flip-flops and high heeled shoes are discouraged for the safety of the students and cannot be worn in gym class. It is difficult for students to run and play without getting hurt.

Students who violate the dress code will be given clothing from the nurse's office or parents will be contacted and asked to bring a change of clothes. Disciplinary measures for repeat offenders.

Parents are asked to exercise good judgment in ensuring that students are appropriately dressed for weather and classroom conditions.

Please keep in mind that students are expected to go outside for recess, except in cases of inclement weather. Also note our school is air-conditioned; therefore, classrooms may be a bit chilly, even if the weather outside is above 68° F.

CELL PHONES/ ELECTRONIC DEVICES

Students are not to have cell phones on during the school day. If they possess a cell phone it must be turned off and kept in their book bag or locker. See the EACS handbook for consequences.

Students will receive the new EACS Student Technology Handbook on their iPad iBook shelf when they receive their iPads in the fall.

1V. HEALTH-RELATED SERVICES

ATTENDANCE / ILLNESS / INJURY:

For the sake of other children's health, you should **NOT** attend school if you:

- have a morning temperature of 99 degrees or above
- are vomiting and/or have diarrhea
- have a rash, whether it is itchy or not
- have a communicable disease such as chicken pox, or a bacterial infection such as Conjunctivitis (or pink eye), impetigo, and/or ringworm
- appears obviously ill (with or without a fever)

If your child becomes ill at school, you (or an emergency contact,) will be called to pick up your child. Sick children, or those who pose other health hazards, will not be sent home on the bus.

Your child needs to be symptom free (fever, diarrhea or vomiting) for 24 hours before returning to school.

If you feel your child needs to remain in the building during recess and/or not participate in P.E. class **for more than one day**, the school must have a note from your physician.

RETURN TO SCHOOL POLICY:



- **STUDENTS KEPT HOME DUE TO FEVER, MUST REMAIN HOME UNTIL FEVER-FREE FOR 24 HOURS** without the aid of medication such as Tylenol or Advil.
- **STUDENTS WHO ARE VOMITING OR HAVE DIARRHEA MUST STAY HOME UNTIL THEY ARE SYMPTOM FREE FOR 24 HOURS.**
- Students that are sick from school or go home sick from school will **not** be allowed to attend any school-related functions or events **that evening**.

MEDICINE BROUGHT TO SCHOOL:

- **All medication** brought to school **MUST** be taken to the clinic and dispensed by the nurse or a trained staff member (UAP).
- **All medication** given at school must have a signed **STUDENT MEDICATION PERMIT** (Hs-5) on file or a signed parent note with the student's name, name of medication, dose, and time the medication is to be given.
- **All** prescription and non-prescription (or over-the-counter) **medication** must be in the original, correctly labeled container.
- **No medication** is given to a student by a UAP until the medication has been identified and logged by the school nurse.
- Ask your pharmacist for a 'school bottle' for long-term or daily medication for field trips.
- Herbal medication, vitamins, and dietary supplements must have a signed **HERBAL - VITAMIN - DIETARY SUPPLEMENT PERMIT** (Hs-5a) and written instructions signed by the physician.
- Inhalers for asthma will be kept in the school clinic, unless there are specific instructions signed by the physician explaining that the medication needs to be with the student.
- If your child has allergies that may result in an emergency situation (i.e. bee sting or peanut allergy) **you must provide** the necessary medication (EpiPen or Benedryl) for use at school.

SENDING MEDICATION HOME FROM SCHOOL:

When completing the student medication permit card, please indicate if you want medication to be sent home with your child or not. If this is not indicated, medication must be picked up by a parent or an adult (18 years of age) designated in writing by the parent. The parent/guardian accepts legal responsibility for the safe arrival and return of medication.



SCHOOL NURSE:

The nurse's responsibilities include caring for our students and staff who become ill or are injured at school, conducting Indiana-mandated screenings, maintaining a permanent health record on each student, offering preventive health education, providing support and education to students with chronic health problems, and making referrals to community services to provide additional assistance. The nurse acts as a liaison between the school, the home, physicians, community agencies, and others who serve the health of school children. The nurse also initiates and updates individual health plans as needed for students with chronic health conditions.

VI. FOOD SERVICE

All East Allen County School cafeterias use a computerized Point of Sale (POS) system to keep track of money deposited into a student's account and purchases made against the account. Students and staff are required to make deposits into their account for all purchases made in the cafeteria. (Except vended items) A \$10 minimum deposit is required for all full pay students. A \$2 minimum deposit is required for reduced priced students and for free students who wish to purchase ala carte items.

Check or money should be placed in an envelope with the student's name, POS ID number (same as their computer number) and amount of deposit. We take deposits for only the exact amount received; no cash will be given back to the student. Deposits need to be turned in by 9:30 am on any weekday to be credited to the student's account for lunch served that day.

We allow elementary students to charge up to 3 meals on their account before they are served an alternate meal. No charging is allowed for secondary students. Notification by an automated phone call is given to students when their balances fall below \$2.00 for free/reduced & \$5.00 for full-pay.

At the end of the school year, a student's balance (both positive and negative) will follow them to the next school year. Refunds for student's leaving the district or graduating can be requested from the school cafeteria manager. We can also transfer funds to a sibling who will be staying in the East Allen County School District.

All account activity and student balances can be viewed on the East Allen County Schools website under the Parents tab, using the Parent Access Login link.

PRICE

Elementary lunch	\$1.60
Student Breakfast	\$1.00
Student Milk	\$.40

Ala Carte	\$.25 - \$1.25	** Students are not allowed to purchase for other students. This is offered daily and will be deducted from the student's account. **
Reduced Lunch	\$.40	
Reduced Breakfast	\$.30	
Adult Lunch	\$3.00	
Adult Milk	\$.40	
Adult Breakfast	\$1.60	

BREAKFAST PROGRAM:

A nutritious breakfast will be served daily. This menu will repeat weekly. A variety of cereal or yogurt will be available in place of any breakfast entree. Milk offered is 1% white, skim white, 1% strawberry, and 1% chocolate.

There are a few simple steps to follow regarding the breakfast procedure:

- The cafeteria is open for breakfast from 7:20 a.m. until 8:00 a.m.
- Bus riders that will eat breakfast will be escorted from the buses to the cafeteria.
- Car Riders that eat breakfast must be dropped off at school no later than 7:35 and must enter through Door #4 and will be escorted to breakfast.
- Students will then get in line to the point of sale register.
- Students will proceed through the serving line and sit down at designated area.
- After finishing breakfast, students are to return their trays to the dish window and then return to their seat. Students will all be escorted to their classes.
- They are expected to be on time. The tardy bell will ring at 8:00 a.m.
- **If there is a school delay, breakfast will not be served.**

LUNCH PROGRAM:

A school lunch will be served each day school is in session. A monthly lunch menu will be sent home upon request and is located on the school website so you will know what is being served each day; however, the menu is subject to change.

Again this year Woodlan Elementary will be implementing an OFFER VS. SERVE program in our cafeteria. The program works as follows:

The school lunch consists of five food items contained within the four food components:

- | | |
|---------------------------|--|
| 1) meat or meat alternate | 2) vegetables and fruits (two or more) |
| 3) bread or alternate | 4) milk |



For lunch, you must take at least three different components of the five food items. For example, a sandwich and milk would equal three food components: meat, bread, and milk. This means, food you do not intend to eat may be deleted. Also, new foods you would like to try may be served in a sample portion. Milk offered is 1% white, 1% strawberry, 1% chocolate & skim.

LUNCH GUESTS:

Parents are encouraged to join their child(ren) for lunch occasionally. If you plan to join your child for lunch, please observe these guidelines:

- ❑ Inform your child's teacher or phone the office by 9:00 a.m. to be included in our lunch count.
- ❑ *Do try to refrain from bringing fast/restaurant food from the outside.*
- ❑ This time is meant to be spent with your child, and may include ***ONE*** of your child's friends.
- ❑ Remember that all cafeteria rules apply to all students, whether or not a parent is present.

SNACKS /TREATS

All students are encouraged to bring a **healthy** snack to school each day. Teachers in grades K-6 will have a snack time each day in the classroom. Having a snack during the day helps to create energy that students need in order to focus on their instructional activities. These will be scheduled so not to interfere with the lunch program / time.

Parents are welcome to bring treats for students for birthdays, class celebrations, etc. Any treats that are brought must be store bought and not made.

VII. STUDENT SERVICES

BOOK RENTAL

Textbook rental and book fees are to be paid in full by the September collection date of each school year. If payments are not completed by the end of Feb. of that school year, an additional 40% will be added to the fees. If fees can't be paid in full on collection day, a time-payment plan can be set up with the secretary. Families that qualify may pursue textbook assistance. They'll be billed for charges the State does not reimburse. Charges will be due upon receipt of the billing.

FIELD TRIPS:

To enhance the curriculum and broaden the student's experiences, trips beyond the school are planned. **No** student will be allowed to go on a field trip without signed permission. Chaperones attending field trips will need to complete a criminal background check form. All chaperones must be at least 18 years old and are not allowed to bring any other children on the trip. All chaperones need to complete a criminal background check at least one week prior to the date of the field trip.

RESPONSE to INTERVENTION (RtI):

EACS teachers at times may implement a general education intervention plan for a student if their academics are affecting them socially, emotionally or educationally. The RtI Committee will determine interventions and accommodations that can be made to assist with student success. RtI increases student achievement by providing instructional support through interventions for students who are struggling academically. Students are monitored often to ensure they are progressing as expected and if they are not they will receive additional learning opportunities.

GUIDANCE COUNSELOR:

The counselor conducts discussion groups with students on topics of common interest or concern. The counselor assists teachers in providing classroom guidance in such areas as self-understanding, decision-making, and values. The counselor talks with students individually or in small groups. The student may request the counseling himself or parents or teachers may refer him. Counseling is a voluntary and confidential service. No student is required to talk with the counselor.

BAND / CHOIR

Students in 5th - 6th grade have the opportunity to participate in band instruction with Woodlan's band teacher. This will occur everyday before school.

Students in grades 4, 5, & 6 have the opportunity to participate in Choir. Try outs occur at the beginning of the year. Practice occurs twice a week before school.

INTRAMURALS:

Woodlan Elementary students in 5th and 6th grade have the opportunity to participate in a fall and spring after school Intramural Program. No certain physical skills are required. However, since this is an after-school privilege, behavior and grades are taken into account for participation.



STUDENT COUNCIL:

Students in grades 4, 5 & 6 have the opportunity to run for student council in the fall. These students will work with the student council advisor, during the school year to plan and develop school-wide activities.

MATH / SPELL BOWL:

This is an academic competition that students compete against other students from other schools in each subject area. Each team competes at a different time during the year showing their academic knowledge.

LIBRARY PROGRAM:

Students will visit the school's library once a week for library instruction and to check out books.

LOST AND FOUND:

Lost items will be taken to the school office. Please mark your child's clothing, shoes, book bags, lunch boxes, etc in permanent ink with their name so they can be returned.

LOCKER POLICY

- All items related to school, clothing, and/or personal items are to be stored in the locker.
- Money or items of value should **not** be kept in the locker. The school will **not** be responsible for the loss or theft of these items.
- Lockers provided for student are school property and are subject to search or maintenance.

VIII. STUDENT PERFORMANCE

GRADING SYSTEM

The school year is divided into two (2) semesters and four (4) nine-week grading periods. The first grading period report cards are shared with students and parents during Parent Conferences, usually held in November. The second and third grading period reports are sent home with students and must be signed by a parent and returned to the classroom teacher in the provided envelope. The final report card is sent home on the last day of the school year with each student.

Teachers assign letter grades based upon the following EACS guidelines:

A+ = 99 - 100%	B+ = 90 - 91%	C+ = 81 - 82%	D+ = 72 - 73%
A = 94 - 98%	B = 85 - 89%	C = 76 - 80%	D = 67 - 71%
A- = 92 - 93%	B- = 83 - 84%	C- = 74 - 75%	D- = 65 - 66%
			F = 64% or less

Parents will be contacted in a timely manner if their child is experiencing academic difficulty or if retention is to be considered. Parents are encouraged to contact their child's teachers with questions. Parents are also encouraged to check their child's grades via Parent Access on a regular basis.

CHEATING

- **Cheating** is defined as obtaining answers or work in any manner other than completing it by oneself or by using other means. Any of the following actions constitute cheating:
 - Incorrect grading of a paper, either by changing an answer, adding an answer that had been blank, or not marking an error incorrect;
 - Copying someone else's work, whether homework or in a test situation;
 - Allowing someone else to copy your work;

Cheating Consequence: 'F' on that test or assignment.

HOMEWORK AND MAKE-UP WORK: - See *EACS Guide for Students and Parents*

PARENT / TEACHERS CONFERENCES:

Parents will have the opportunity to meet with their child's teacher in the fall during the school's Parent/Teacher Conferences to discuss their child's progress. Parents are also encouraged to contact their child's teacher for a conference any other time, especially if there are concerns.

RETENTIONS

Retention require the recommendation of the professional staff. Parents will be informed in advance of the possibility of a student being retained at a grade level. All reasonable efforts will be made to remediate any deficiencies before a student would be retained. A conference with the parent will be made to discuss such possibilities.

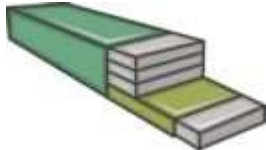
NEWSLETTER

In order to keep parents informed of information and happenings at Woodlan Elementary, the school office will email a monthly newsletter to all parents. This newsletter will contain dates, times, and general information. The newsletter will be distributed via e-mail to parents or in hard copy to families without email access. It will also be posted on the East Allen County Schools web site <www.eacs.k12.in.us> under "Woodlan Elementary".

Classroom teachers will also email weekly newsletters to inform parents of classroom events, expectations, assignments, and other items of interest. These newsletters will be distributed in the same manner as the school newsletter.

Please be sure to contact the school or your child's teacher with any changes in e-mail address or accessibility to ensure uninterrupted delivery of these important newsletters.

GUM / CANDY



Gum is not allowed. Candy is not allowed, unless announced by the teacher for special occasions.



PARENT ACCESS

Woodlan Elementary's Parent Access program is fully operational. Parents can access, via the EACS website on the internet, information about their child's grades (as appropriate for grade level), assignments, and attendance. Parents are also able to review emergency contact information to ensure that our records are up-to-date. You should be able to use the same code you used for registration. Teachers are required to update grades once a week. Please contact your child's teacher or the office if you have questions or concerns about this site or your child's grades.

TELEPHONE

Students may use the telephone in **emergency situations** with staff permission.

TOYS AND VALUABLES

Toys and valuables from home are not to be brought to school. This includes, but is not limited to, electronic toys, toy weapons, roller skates, skateboards, squirt guns, cameras, large sums of money, etc. When these are brought to school, they will be held by the teacher or in the school office to be picked up by a parent. The only exception to this would be if such items are part of a special project and permission has been obtained from a staff member.



IX. CRISIS INFORMATION

Woodlan Elementary recognizes its responsibility for the safety of students extends to possible natural and man-made disasters. Such emergencies are best met by planning and preparation.

All threats to the safety of school facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. The school and corporation have developed procedures for the handling of emergencies that include a plan for the prompt and safe evacuation of the schools, if necessary.

The Woodlan Elementary Crisis Team has developed a system of emergency preparedness that shall ensure that:

- The health and safety of students and staff are safeguarded;
- Minimum disruption to the educational program occurs;
- Students learn self-reliance and how to respond sensibly to emergency situations.

Periodically fire, tornado, lock-down/code red, and evacuation drills are held during the school day. Directions for each type of drill are reviewed by the teacher with the students and are also posted in the classroom. The same desirable conduct and following of procedures is expected during these drills as is expected during the school day.

A plan is posted in each room in case of fire. Each classroom teacher will discuss this plan with the students. Drills will be conducted on a monthly basis.