

Student Handbook

Daily Schedule:

The school day begins at 7:45 A.M. and ends at 2:05 P.M. The first bell rings at 7:45 to signal students to line up outside their classroom. The second bell rings at 7:50 for students to enter their classroom under the supervision of their classroom teacher. The tardy bell rings at 7:55. A warning bell rings at 2:00 to signal teachers to prepare for dismissal. The dismissal bell rings at 2:05. Students should arrive no earlier than 7:40 A.M. unless they participate in the Breakfast Program. Students eating breakfast in the cafeteria may arrive as early as 7:30. **NO SUPERVISION IS PROVIDED ON CAMPUS BEFORE 7:30.** Students should be picked up by 2:20 P.M. **No supervision by school staff is provided after this time.** The Volusia County Parks and Recreation Department operates an after school program at Woodward for the convenience of our parents. **The playground and play equipment are reserved for use by the after school program.** It is off limits to all other students.

Absences and Tardiness:

When a student is absent from school due to illness or other reasons, the parent/guardian is responsible for notifying the school. Absences are considered unexcused unless a parent sends a note or calls the school to explain the absence. When a student has 5 unexcused absences within 90 calendar days, a letter will be mailed to the parent/guardian. After 15 days of absences (excused or unexcused), a note from a doctor is required for absences to be excused. Repeated unexcused absences may lead to a petition for truancy being filed with the court. If a student is not in class by 7:55 A.M. he/she is tardy. Tardy students who arrive before 8:10 should report directly to the classroom. Students who arrive after 8:10 should report to the office before going to the classroom. Tardiness is considered unexcused unless a parent sends a note or informs the school office of the reason. Repeated tardiness will lead to a referral to the School Social Worker.

Code of Student Conduct and Discipline

At the beginning of the school year, each student is provided with a copy of the CODE OF STUDENT CONDUCT AND DISCIPLINE. An acknowledgement form is sent home with the booklet to be signed by the student and parent indicating that they have received and understand the booklet. Consequences of student misbehavior are stated in the booklet. To view the Code of Student Conduct for elementary schools, click on this link: www.volusia.k12.fl.us/external/208e.pdf

Discipline Policy: Our goal at Woodward is to help our Superstars learn to: believe in themselves; set goals and work toward them; take responsibility for their appearance, speech, and actions; speak and act respectfully; attend school regularly and on time; to practice study habits at school and at home.

School Rules

Our goal is to provide a safe, orderly school that encourages students to learn. Students are expected to:

- Be on time - arrive on time in the classroom for the start of school; return on time from recess or special areas; turn in assignments on time.
- Stay on task - have materials ready for class; work on assignments; and use class time wisely.
- Act respectfully - cooperate with teachers and staff; treat classmates politely; leave gum, candy, and sodas at home.
- Do their best - pay attention in class; complete assignments.

In the cafeteria the rules are as follows:(1) Talk softly, (2) Act respectfully, (3) Use good manners while eating, and (4) Leave the area where you ate neat and clean.

Student Dress

Woodward Avenue Elementary School takes pride in our students and expects all students to dress for the business of education. The following standards are provided to help students and parents with selection of attire for school:

1. Students are expected to dress neatly and appropriately.
 - Shorts and pants must be pulled up to the waist so that no undergarment is visible.
 - Tops must completely cover the midriff area.
 - The following are not allowed: off-the-shoulder tops, strapless tops, spaghetti strap tops, see-through clothing or clothing with cutout areas that expose undergarments, clothing with graphics that display tobacco, alcohol, drugs, profanity, or inappropriate implied meanings.
 - Shorts and skirts must extend at least halfway down the thigh. Hemlines should not be shorter than the fingertips when arms are extended at sides.
 - Hats, caps, bandanas, sunglasses, and other headgear are not to be worn on campus except with the permission of the supervising teacher.
2. Students are expected to dress for school activities, realizing that safety is a prime objective.
 - Hair or hair ornaments should not obscure a child's vision or be a distraction to others.
 - Large or dangling earrings or other jewelry are not permitted.
 - Footwear must have heel straps or closed backs. Heel height should not exceed two inches.

Any controversial attire not covered above that interferes with the orderly operation of the school will be handled at the discretion of the Administration.

Transferring to another school

If you need to withdraw your child during the year, please contact the school office in advance. Adequate time is needed to complete the necessary withdrawal/transfer forms.

Applications for free or reduced breakfast and lunch are available in the school office. Volusia County School Board does not carry accident or liability insurance on children. Insurance forms are sent home at the beginning of the school year for parents to purchase accident insurance from an independent company.

Lost and found items are displayed in the hallway for students to claim. We recommend that your child's name be placed on the inside of all sweaters, coats, purses, backpacks, notebooks, etc. Because children lose things so easily, we encourage you NOT to let them bring valuables (expensive jewelry, large sums of money, etc.) to school.

Use of telephones by students is restricted. Students may only use the phone with the permission of their teacher or an administrator. Students are discouraged from bringing cell phones to school. Displaying or using a cell phone during the school day or on a school bus is a Level II discipline offense. (See Code of Student Conduct and Discipline p. 6) Parents are encouraged to visit the school. Permission from an administrator is required to visit a classroom, unless arrangements have been made in advance with the teacher. **All visitors must sign in at the main office and receive a visitor pass.**

Volunteers are needed for tutoring, assisting teachers in the classroom, and special projects. Volunteer application forms are located in the main office. Parents and other adults may not volunteer at school or at school activities without an approved volunteer application on file. Be sure to sign in on the volunteer time sheet so that our school gets credit for the hours you donate.