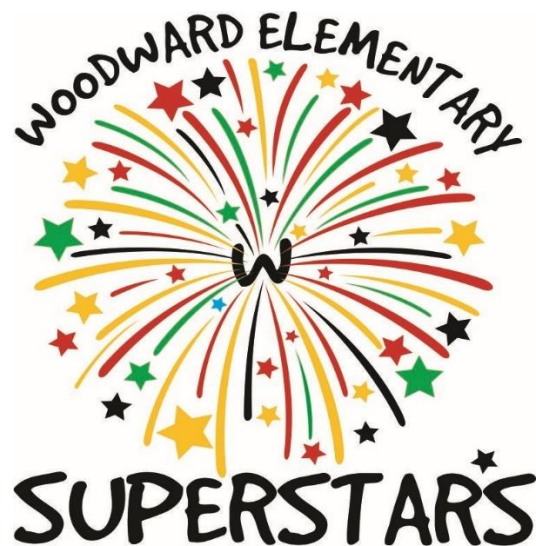


WOODWARD AVENUE ELEMENTARY

2019-2020

PARENT/STUDENT HANDBOOK



Superstars Always **RISE** to the Top!

1201 S. WOODWARD AVENUE
DELAND, FLORIDA 32720

<http://myvolusiaschools.org/school/Woodward>



August 12, 2019

Dear Superstar Families:

I would like to take the opportunity to welcome back all returning Superstar students and families as well as students and families new to Woodward! The faculty and staff of this great school is thrilled and looking forward to another outstanding school year! Our TEAM is ready for the extraordinary task of preparing your students to be life-long learners. Woodward's school community is dedicated to providing a well-rounded educational experience for all students.

It is my belief that Superstars Always **RISE** to the Top! Therefore, to make this belief a reality, we must provide avenues for relationship building and collaboration, allow students to engage in productive struggle, use technology to enhance learning, and continue to progress-monitor assessment results to identify areas of focus. **Our mission is simple: Teach Every Kid, Every Day!**

For all students to be successful, we need your help as well. We need you to ensure your student(s) is at school every day and to hold him or her accountable for his or her effort while at school. Results are important in life, whether it is grades in school, achieving goals, or winning or losing. Effort is what's most important! Emphasize to your student(s) the importance of doing his or her best in everything he or she attempts in life. **Superstars are Stronger Together!**

This handbook contains essential information regarding our school. We hope you find this document to be a helpful resource. Your Woodward family is eager to start the new year and extremely thankful for the opportunity to serve your student(s).

Sincerely,

Carlos M. Scott

Carlos M. Scott
Principal
Woodward Avenue Elementary
(386) 740-7910 ext. 21506



Woodward Avenue Elementary

Contact Numbers

School Phone Extensions (386)740-7910	Fax: 386-626-0063
Receptionist-Mrs. Lisa Shifflet	21500
Registrar/ Records Clerk -Mrs. Lori Geoffrey	21536
Bookkeeper -Mrs. Carmen Lopez	21537
Cafeteria -Ms. Farran Hamilton	21699
Clinic Nurse -Shamaine Robinson	21698
Attendance Messages -Bridget Vaughn	21505
School Secretary -Ms. Cyd Snider	21504
Media -Mrs. Elizabeth Senez	21696

If your student is absent from school, please call the attendance line and report his or her absence. Thank you!

****PLEASE RETURN THE STUDENT-FAMILY-COMPACT FORM IN THIS HANDBOOK TO YOUR CHILD'S TEACHER BY AUGUST 23, 2019.**

WOODWARD ELEMENTARY PROCEDURES
SCHOOL HOURS 7:50 AM – 2:30 PM
EARLY RELEASE WEDNESDAY HOURS 7:50 AM – 1:30 PM

ABSENCES AND TARDINESS

Regular school attendance is a necessary part of your student's education. When a student is absent from school due to illness or other reasons, the parent/guardian is responsible for notifying the school. Absences without notification (note or phone call) are considered unexcused. Florida Statute requires the school to contact parents when no reason for the absence is presented in a note. If your student is absent and the front office has not been notified, an automated message will inform you that your student is absent. **Absences for reasons other than illness are generally determined to be unexcused in the permanent file.** Although missing classes can be detrimental to a student's progress, there is no punitive impact of an unexcused absence unless the total number of absences exceeds 15 days. 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 7:50 AM he or she is tardy. Tardy students who arrive before 8:00 AM should report directly to the classroom. Students who arrive after 8:00 AM 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.

THE SCHOOL DAY

The school day begins at 7:50 AM and ends at 2:30 PM. The first bell rings at 7:45 AM to signal students to line up outside their classroom. The second bell rings at 7:50 AM for students to enter their classroom under the supervision of their classroom teacher. A warning bell rings at 2:25 PM to signal teachers to prepare for dismissal. The dismissal bell rings at 2:30 PM. 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 7:20 A. M. **NO SUPERVISION IS PROVIDED ON CAMPUS BEFORE 7:20 AM.** Students should be picked up by 2:30 P.M. **No supervision by school staff is provided after this time.** Woodward's Extended Day Enrichment Program operates an after-school program for the convenience of our parents and students. The Extended Day Enrichment Program hours of operation are 2:30 -5:45 PM. **The playground and other play equipment are reserved for use by the Extended Day Enrichment Program during the mentioned time. Playground and other play equipment are off limits to all other students.**

Students are either after care students, bus riders, parent pickup, or walkers/bike riders. When students arrive on campus, they are to report directly to the cafeteria for breakfast or hall waiting area as designated by their classroom teacher. It is expected that students read quietly while waiting for the first bell to ring. Cars are not permitted to drop-off students in the Bus Loop loading area. Students are *not* to be dropped off in the service lane at the back of the school. Doing so puts your child in danger.

ARRIVAL/DISMISSAL

All students are escorted by their teachers to the appropriate place according to the method identified by the parent. Students are escorted to the parent pick-up area, the bus area or to after care waiting area. **Parent Pickup** students are to be dropped off and picked up in the parent pick-up loops starting at 7:30 AM and 2:30 PM. Parents can enter the campus using the **Pre-K/Kindergarten Loop** or the **Intermediate Parent Pick-up Loop** (grades 1-5). Use the right lane only. The left lane is an exit lane. Cars in the right lane should never be left unattended. Please remind your student not to run between cars when getting into your vehicle. We want to prevent accidents. No student will be permitted to cross into the parent pickup drive without an adult. Please do not motion your student to ignore this directive. Cars are not permitted to pick up students in the Bus Loop loading area per Florida Statute. Students are not to be picked up in the service lane at the back of the school. Doing so puts your child in danger. Parents who want to leave their vehicle to walk with a child to the car will wait in the identified Parent Walk-up area. Parents will then notify a teacher with the radio near the Walk-up area at the corner of Building 1. Please do not wait outside the classroom door or by the car loading area. Foot traffic is very congested during dismissal and teachers are not usually free to have conversations as they escort children. Students will be escorted to the car loading area until called to meet the parent.

*All vehicles must display the Woodward Car Tag from the review mirror when picking up a student at dismissal. Any parent walking up to pick up his/her student must know their student's Woodward Car Tag number. If not, the parent will need to bring the Woodward Car Tag with him/her to the car loading area. Those without a Woodward Car Tag will need to go to the Main Office to receive a day pass to pick up their student at dismissal. Identification is required. Woodward Car Tags will be available in the Main Office.

STUDENTS EXCUSED DURING THE SCHOOL DAY

If it becomes necessary to have your student dismissed during the school day, please send a note that morning to the classroom teacher. Ensuring that phone messages are delivered prior to dismissal is difficult and interrupts the learning environment. Please avoid phone messages if possible. When it is necessary, please call before the last hour of the day. All students will be signed out at the front office. Early checkouts are for emergencies and doctor/dentist appointments only. If possible, early checkouts should occur before 1:00 p.m. on non-early release days. Early checkouts are not for the purpose of avoiding the after school traffic jam. Please understand that your student's safety is an important trust we hold. Students will not be released prior to dismissal time to anyone other than those persons whose names are listed on the emergency card. Please do not take offense when asked to show your driver's license. These procedures will help provide for the safety of your student.

MISCELLANEOUS BUT IMPORTANT INFORMATION

PARKING AND STUDENTS WHO RIDE TO AND FROM SCHOOL IN CARS

We do not have enough parking spaces for all the cars that drive to school and drop off or pick up for our 700 students. Most students are eligible for bus transportation. When it is necessary to drive students to school, please use the drop off and pick up lanes to do so. Our traffic problems are great. It takes a good amount of time to drop off in the morning and to pick up in the afternoon. We ask that all be considerate of others. If your student eats breakfast at school, we suggest that you arrive around 7:15 AM. If your student does not eat breakfast at school, we suggest you try to arrive close to 7:40 AM. For afternoon pick up, some

parents come early to get a place in the line of traffic. Others plan to pick up around 2:30 PM. Either way, you can expect a pickup delay of about 15-20 minutes. Usually, all children have been picked up by 2:50 PM and parents are on their way. Again, we do suggest that you use the bus transportation if your student is eligible for transportation. **Parking for families during Open House, Award Ceremonies, and special events will be provided in areas normally used by classes for Physical Education and at times in employee parking areas.**

CONFERENCES

Conferences may not be held while class is in session. It is vitally important that you schedule a conference with the teacher at least 24 hours in advance.

LOST AND FOUND

All articles found at the school should be turned in to the main office. Lost items will be kept for two weeks. Unclaimed items will be donated to a local charity.

VISITORS

Safety and security procedures require that all visitors check in at the front office on the Visitor Management System. A driver's license must be presented at check-in. A visitor ID badge will be given and must be worn at all times while on campus. The badge identifies the purpose of the visit and the name and picture of the visitor. Visitors on campus after 8:00 a.m. and before 2:00 p.m. must always **report to the Main Office to sign in and obtain a visitor badge. Please sign out at the Main Office when leaving campus.** At that time, the visitor badge will be collected. Adults who come to school during the day to checkout a student must provide a picture identification card such as a driver's license and must be listed by name on the student's emergency card which is kept on file in the front office. Parents are encouraged to visit and/or volunteer at the school. Approval by the principal is required to observe a classroom, unless arrangements have been made in advance with the teacher. **Parents are not allowed to visit a teacher's classroom unannounced. Preapproval must be requested and granted at least 48 hours prior to the classroom visit.** It is expected that all concerned will support the efforts of the school to protect our students.

VOLUNTEERS

Volunteer applications are available online at <https://www.vcsedu.org/> or can be completed at the office on the Visitor Management System kiosk. Parents must bring a valid driver's license to complete the in-school process. An approved application is required for any chaperone or other volunteer duty at every school you volunteer at in Volusia County. Approval can take several days for background checks due to the large volume of applications across the county at the beginning of the year. We need volunteers; if you have time to give, please submit an application.

EMERGENCIES/ACCIDENTS

All accidents must be reported immediately to the teacher on duty or the classroom teacher. Teachers will complete an accident report form and immediate efforts will be made to contact parents or guardians.

Therefore, it is extremely important that we have your residence telephone number and your work telephone number. An emergency number is also required.

EMERGENCY CARDS

Please keep the office informed of changes of address and telephone numbers and be sure that the office has a telephone number where you can be reached in case of an emergency. If a number is unlisted, we will keep it confidential; however, we must have the number. Students are not allowed to use the office telephone for routine matters. Teachers may allow students to call from classroom phones when the teacher decides that such contact is necessary.

SCHOOL SAFETY DRILLS

Every precaution is taken to ensure the safety of your student during normal school hours. Periodic safety, fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

TRANSPORTATION

BICYCLE

It is required that if your student rides a bike to school, the student must have a strong lock to ensure its security. It is also required that your child ride with a safety helmet.

BUS RULES

Transportation is provided as a convenience to parents, not as a right to students. Students who do not adhere to the bus rules will lose the privilege of riding the bus for a period of time. Bus rules are made available to all students at the beginning of the year. Students are expected to conduct themselves in a courteous, well-behaved manner while waiting for the bus and during travel. The authority of the bus driver is to preserve order as the principal's designee. **PARENTS ARE RESPONSIBLE FOR TRANSPORTING STUDENTS TO AND FROM SCHOOL IF THEIR CHILDREN ARE SUSPENDED FROM RIDING THE BUS.**

HEALTH AND SAFETY

ANIMALS

Animals are not allowed at school for health and safety reasons. This does not preclude certain specific programs sponsored by a teacher. Animal Control will pick up any animal causing a health or safety hazard. Many parents have expressed concern about families bringing pets on campus since quite a few children have allergies or fears. If you must bring your pet with you when you pick up or drop off your child, please consider the impact on others.

HEALTH REQUIREMENTS

All students entering for the first time are required to have proof of immunization. **Students who have any illness/condition that may require emergency procedures must have an emergency care plan on file. Please inform the registrar if such a plan is necessary for your child.**

MEDICATION

Parents must bring any medication to school that is to be administered. Please do not *send* medication with your student. We can only receive it from a parent or guardian. A medication form must be completed by the parent, physician, and public health nurse *before* it can be administered at school. Please deliver all medication in its original container. School personnel are required by Florida statute to count and receipt all medication in the original container. Nonprescription drugs will be dispensed if an "Authorization to Administer Prescription Medication to Students by School Personnel" form has been filled out and a courtesy label has been placed on the container by the pharmacist. There are NO EXCEPTIONS. If a parent feels it is necessary for the child to take the non-prescription medication, the parent may come to school to dispense it to the student. Please do not send cough drops, cough syrup, throat lozenges, medicated lip balm, etc. unless you and your doctor have filled out the "Authorization to Administer Prescription Medication for Students by School Personnel" form and a courtesy label has been placed on the medication by a pharmacist.

STUDENT ACCIDENT INSURANCE

Insurance coverage against accidents at school, on the playground, going to school or returning home is offered at a low cost. Follow the instructions on the material being sent to you. Please have your student check with the teacher if he/she did not receive an application. The application and money must be sent directly to the company.

NECESSARY MATERIALS

All students are expected to come to school with pencils and paper. A good night's sleep and conversations with family members about current events will provide them even more success in school than the pencil and paper.

SCHOOL SUPPLIES

Teachers will provide a list of suggested supplies for student's personal use for each grade level. Additional supplies may be provided by the school as determined by the teacher. Donations of materials on the teacher's wish list are always welcome and enrich the classroom studies.

SCHOOL BOOKS

Textbooks are provided for each student as appropriate. These are loaned to the student for use during the year. Students are encouraged to use the media center to check out books for research and reading pleasure. Lost books must be paid for. Money will be refunded if the book is found within a reasonable time and returned in good condition.

BREAKFAST AND LUNCH

SCHOOL BREAKFAST

Breakfast is free for all students. If your child is to eat breakfast, the child should arrive at school no later than 7:45 a.m. so he/she will not be tardy for class. Allowances will be made for students who ride the bus when the bus is late. Walkers, bicycle riders, and car riders will not be served after 7:45 a.m. unless they are in the line at 7:45 a.m.

SCHOOL LUNCH

Students who have approved applications for the last school year (2018-2019) will be able to eat lunch on the first day of school (2019-2020) when they return to school at the reduced price or free for a very limited time. Students who were on free/reduced last year will an advertised amount of time to complete a new application. All other students may have to bring their own lunches or pay the full price (\$2.00 per lunch). Students will not be permitted to eat lunch for free or at the reduced rate until an application has been approved. **New applications**, including proof of income, are required **each year** even though the child may have participated in the lunch program in the past. Once the application is complete, please allow up to ten (10) school days for the application to be processed by the school. Online applications are processed immediately. Lunch is served in our cafeteria at a price that is established by the School Board. Extra milk is available for \$0.50. All checks for meals should be made payable to Woodward Avenue Elementary School Way Cafe. Lunch price for grades K-5 is \$2.00. The reduced price for lunches is \$0.40.

PACKED LUNCH

Many children choose to bring a packed lunch from home. Please pack items that are easy for children to open. Canned “energy” drinks are not appropriate at all during the school day. Large amounts of caffeine have no nutritional value for school activities. Please choose another drink to include with packed lunches. Drinks packed for “snacks” should be limited to water bottles. We ask children not to “share” food because some children have allergies and many families wish to know what foods their children are consuming. When they eat the packed lunch prepared for them by their families or the school lunch selected for them by their families, we can be assured that families are well informed.

SCHOOL MEAL CHARGE POLICY

NOTE: This policy is school administration-based and may vary between schools.

II. Policy

A student will be allowed to charge a maximum of 5 meals to their account at their normal meal price. Once a student has charged 5 meals, he/she will be offered an alternate meal of a ham sandwich and a juice at \$.40, (substitutions will be made for documented food allergies), which will also be charged to the student’s meal account.

Parents/Guardians are responsible for meal payment to School Way Café. Notices of deficit balances will be sent to parents/guardians by *SchoolMessenger Communicate* calls daily during the school year.

Parents/Guardians should maintain funds in student meal accounts to prevent students from being without meal money on any given day. Any remaining funds for a student at the end of the school year will be carried over to the next school year.

School Way Café uses computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at www.myschoolbucks.com.

Students with negative funds- no ala carte charges or purchased items are permitted.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price meal benefits for their child by visiting:

<http://myvolusiaschools.org/schoolwaycafe/Pages/Free-and-Reduced-Meal-Applications.aspx> to apply for meal benefits.

BIRTHDAY CELEBRATIONS

We ask that treats to celebrate a child's birthday be limited to fruits, small cookies or mini cupcakes. Many children have nut or milk allergies and quite a few have wheat allergies. Please consult with your child's teacher when planning to honor your child on a special day. For the safety of all students, all food brought into a classroom from an outside stakeholder must be individually packaged and/or sealed in its original container displaying the ingredients. **No home baked goods are permitted to be served to students. Children delight in the delivery of balloons or flowers, but these items cause class disruptions and presents a problem when trying to board the bus. Please arrange for delivery to occur at home.**

CODE OF STUDENT CONDUCT AND SCHOOL RULES

The School Board of Volusia County has adopted a Code of Student Conduct and Discipline. Parents are responsible for informing their children of its contents. Our school will comply with the Code of Student Conduct. A copy of the parent and student acknowledgement form should be signed and returned to your child's teacher after you receive your copy of the booklet. Failure to return the parent and student acknowledgement form does not exempt the parent and/or student from the responsibilities outlined in the booklet. Your cooperation is appreciated. Pupils are under the authority of the principal and are subject to the principal's discipline as provided by Florida Statutes. "Grounds for disciplinary action are **willful disobedience of school personnel** or other persons so designated by the principal, **open defiance** of authority of school personnel or other persons so designated by the principal, **violence** against person or property, **any act that disrupts the orderly operation of the school** or school processes and activities, and **willful disobedience of school rules.**"

We operate on the premise that the school has the responsibility to ensure that no student's learning will be infringed upon by another student's constant misbehavior. **Every child has a right to an education in a positive, safe learning environment.** Student control is the responsibility of the faculty, but an individual's chronic misbehavior is the responsibility of the parents.

We know that every child can be successful when following our school rules.

1. Be Safe
2. Be Responsible
3. Be Respectful
4. Be Cooperative

Walkway Procedures

1. Carry a pass
2. Walk quietly with level 0 voices
3. Stay with your partner
4. Return promptly

Cafeteria Procedures

1. Use voice level 1 or 2
2. Remain seated
3. Raise your hand for help

4. Use good table manners
5. Clean your area

Playground Procedures

1. Stay within the teacher's view
2. Use equipment properly
3. Play fair and share
4. Play only with playground equipment
5. Use designated restrooms with teacher permission
6. Play safe

Prohibited Items

1. Gum
2. Chips, candy or the like for eating during the school day other than at lunch.
3. Electronics w/o explicit parent / guardian permission
4. Trading cards
5. Energy drinks

STUDENT DRESS

We believe that student dress sets the tone for the learning environment. All Volusia County Schools' students are required to wear school uniforms per Policy 217. Shirts must be solid red, white, gray, black, or navy blue. Shirts must be collared, polo-style or oxford-style button down. Shirts must be short- or long-sleeved. A small logo is acceptable. Bottoms must be navy blue, black or tan pants, shorts, capris, skirts, skorts or jumper, including black or blue denim. A small logo is acceptable. Shoes must be closed toed and closed heel, so as to protect the entire foot. "Heelies" may not be worn with the wheels. Shirts must be long enough to clearly overlap the beltline or stay tucked in. Clothing with messages associated with profanity, tobacco, alcohol, drugs or bodily functions are not permitted. Shorts, skirts, and skorts must be mid-thigh or below in length. (Shorts and skirts should touch the middle finger of the hand when arms are dangling.) Please note that children grow during the year and those clothes that fit properly in August may no longer be acceptable in April. The waistband of bottoms must be worn and secured between the hips and waist. Clothing must not be see-through or have tears. Hats or other head coverings may not be worn at school except when weather requires. All belts, straps, buckles, shoestrings, and zippers will be fastened as designed. Make-up and perfume are not allowed. No hair accessories that obscure vision or otherwise distract are allowed. Only hair color that does not cause a distraction is acceptable.

Please remember to mark all clothing with your child's name or initials. Each year we are forced to donate many items to charity rather than return them to the rightful owners since we are unable to identify the owners.

CELLULAR TELEPHONE PROCEDURE

Volusia County Schools recognizes the right of all students to possess a cell phone, electronic pager or other wireless communications device while on a school campus or while riding district student transportation. However, in order to prevent the disruption of school and instructional activities, Volusia County Schools

restricts the use and/or exposure of cell phones, electronic pagers or other wireless communications devices by students as follows.

- Students at elementary schools may possess a cell phone, electronic pager or other wireless communications device while on a school campus or while riding district student transportation, but, at all times, are required to keep the cell phone, electronic pager or other wireless communications device out of view (e.g., in the backpack, purse, pocket, etc.) and are not permitted to use the cell phone, electronic pager or other wireless communications device in any manner (e.g., no spoken or text communication, photographing, recording, transmission of photographs and/or recordings, etc.) without the express permission of an administrator, teacher, or bus operator. All cell phones, electronic pagers or other wireless communications devices are to be turned off.
- **If a parent has a need to communicate with his or her child during the school day, the parent should contact the Main Office at the School.** The School will then see to it that the message from the parent is communicated to the student. Parents should not try to contact a child on the child's cell phone, electronic pager or other wireless device while that child is at School.
- The Code of Student Conduct applies whenever a student is on a school campus, riding district student transportation, or participating in/attending a school event. Any use of a cell phone, electronic pager or other wireless communications device that involves conduct prohibited by the Code of Student Conduct (including but not limited to: cheating; possession or distribution of pornographic material; the use of profane obscene or vulgar language; cyberstalking; bullying; extortion; threats; harassment; and/or drug distribution) shall constitute a violation of the Code of Student Conduct the same as if the conduct had occurred person to person.
- During standardized testing, students will be required, for the purpose of test security, to hand their cell phone, electronic pager or other wireless communications device over to the teacher or other school representative in the room. The devices will be returned after completion of the test. All parents are strongly encouraged to have their children leave their cell phone, electronic pager or other wireless communications device at home on the days when these tests occur.

Should a student use a cell phone, electronic pager or other wireless communications device in violation of this procedure, or fail to keep the cell phone, electronic pager or other wireless communications device hidden, and turned off, the student will be subject to disciplinary action including, but not limited to, disciplinary referral, confiscation of the device, a parent conference, in-school suspension or suspension, and/or a loss of privileges (e.g., participation in extracurricular activities). If the School confiscates a student's cell phone, electronic pager or other wireless communications device, the student will generally be given the opportunity to pick up the phone at the end of the school. If the School finds it necessary to confiscate a student's cell phone, electronic pager or other wireless communications device on more than one occasion, the School may require the student's parent to pick the phone up.

The use of a wireless communication device in a criminal act will result in criminal penalties.

Parents and students are hereby informed that cell phones, electronic pagers or other wireless communications devices are brought onto a school campus at the risk of the parent and the student. The

School has no responsibility for the safe-keeping of these cell phones, electronic pagers or other wireless communications devices, and will not be responsible if a cell phone, electronic pager or other wireless communications device is stolen or lost, including when the cell phone, electronic pager or other wireless communications device has been confiscated due to the student's failure to abide by the terms of this procedure.

CURRICULUM

Woodward Avenue Elementary faculty and staff follow all district and state requirements. Please check the district website for information on the elementary school curriculum at www.myvolusiaschools.org. Much more detailed information on the Pupil Progression Plan and each school topic is available for parents on the mentioned website.

PHYSICAL EDUCATION

Appropriate shoes must be worn during physical education classes. Athletic shoes, such as sneakers are the most appropriate for physical education.

HOMEWORK POLICY

It is the policy of this school for all pupils to have some type of homework to practice skills learned during the day. In grades two through five, children are always assigned homework in one or more subjects. Homework is usually given Monday, Tuesday, Wednesday, and Thursday. The amount of time spent on homework will vary according to each grade level. Primary students may have a minimum of twenty minutes of homework while intermediate students will have more. We ask that parents require children to complete the homework. Homework is an essential part of school life. The purpose of homework is to reinforce class work, develop responsibility on the part of the student, and allow parents the opportunity to be aware of what is currently being done at school. Every Woodward Avenue Elementary student is to read each night for a minimum of twenty minutes when no other homework has been assigned and in addition to any homework assigned that requires less than twenty minutes. Teachers maintain records on homework and will discuss it with parents upon request. Each teacher has a method of dealing with incomplete homework and reasonable consequences for not completing homework. Progress without practice is unlikely.

FIELD STUDIES

Field Studies are learning opportunities which occur outside the regular classroom setting. They enrich the curriculum and are part of the course of studies. All students are expected to participate. Permission slips are required. Parents wishing to chaperone for any field trip should let their child's teacher know at the beginning of the year and complete a volunteer form (www.myvolusiaschools.org or on the kiosk in the front office) at least two weeks prior to any trip. Chaperones must be willing to abide by the following rules:

1. Smoking is prohibited any time during a field trip. This includes the use of any other tobacco product.
2. Drinking alcoholic beverages is not permitted any time during a field trip.
3. The use of profanity is not permitted.
4. If a child in your group continually misbehaves, please contact the teacher. Please do not physically touch the child.

5. If a child is sick or injured, contact his or her teacher immediately. Do not give the student medicine of any kind.
6. You are not responsible for students' possessions. Kindly remind them that they are responsible for their own things. You are not to hold their coats, money, purses, etc.
7. Allow students to use the bathroom when necessary. Never allow students to use the bathroom alone. Send them with a buddy (with you nearby) or take the entire group, if necessary.

REPORTING STUDENT PROGRESS

REPORT CARDS

Report cards are issued quarterly for grades K-5. Parent-Teacher conferences are encouraged at any time. Conferences are expected during the first and third grading periods as a matter of practice. Interim reports are sent home midway through each quarter for the purpose of informing families of students having difficulty with the grade level requirements.

CONFERENCES

Conferences are very important. We strongly urge you to visit your child's teacher to discuss progress and/or problems. Please make an appointment with the teacher at least 24 hours prior to your visit to ensure a private and productive conference time. Please do not assume that the teacher is free every afternoon for conferences. Conferences are not permitted while class is in session.

STUDENT RECOGNITION

Students in grades 4-5 who meet the criteria will be identified for District Honor Roll on each report card. Honor Roll students will be given special recognition during the year. All students in grades K-5 will be recognized at the end of each semester during the year.

GRADE SCALE

Kindergarten/1st Grade Progress Indicators

- + Demonstrates Consistently
- ✓ Developing
- ⊖ Not Demonstrating
- NG Enrolled Less Than 15 Days; No Grade assigned

Grades 2 through 5 (2nd Grade Special Area will use the Kindergarten/1st Grade progress indicators)

- A 90 - 100 Outstanding Progress (Mastery)
- B 80 - 89 Above Average Progress
- C 70 - 79 Average Progress (Proficiency)
- D 60 - 69 Lowest Acceptable Progress
- F* 0 - 59 Non Completion of Important Tasks; Demonstrates little or no understanding of major concepts, processes, and skills (F* used in grades 3-5 only)
- U** 0 - 59 Non-Completion of Important Tasks; Demonstrates little or no understanding of major concepts, processes, and skills (U** used in grade 2 only)
- NG Enrolled Less Than 15 Days; No grade assigned
- I In progress toward grade level proficiency in skills and concepts

Areas of Personal Development (K-5) and Effort and Conduct (1st-5th Grade) includes:

- 1 Satisfactory
- 2 Needs Improvement
- 3 Unsatisfactory

THREATS AND INTIMIDATION
(BULLYING POLICY)

We at Woodward Avenue Elementary believe that bullying is defined as the abusive treatment of another person by means of force, coercion, or intimidation and is detrimental to the well-being of our student(s). Threats and intimidation will be handled in accordance with the Volusia County Student Code of Conduct. Every student deserves the right to attend school without being fearful of others because of their actions. If your child indicates he or she is being bullied, please contact administration immediately.

HARASSMENT

We at Woodward Avenue Elementary believe that harassment in any form devalues the personal worth of an individual. Harassment will be defined as the unwanted and repeated verbal and/or physical behavior that is offensive and objectionable to the recipient or causes discomfort or creates a hostile environment. Harassment will be handled in accordance with the Volusia County Student Code of Conduct.

STUDENTS ARE ENCOURAGED TO REPORT INCIDENTS OF BULLYING OR HARASSMENT TO A TEACHER, GUIDANCE COUNSELOR, OR AN ADMINISTRATOR.

TECHNOLOGY

There are three ways to keep up with “What’s Going on at School”, Parent Portal, Volusia Instructional Management System (VIMS) and uploading our school calendar into your smartphone or computer.

1. Parent Portal has student information like class schedules, attendance, discipline and so much more. It has transportation information with eligibility and bus stop with a.m. and p.m. pick up times. Also, you can get information from School Way Café and pay with a debit/credit card for breakfast and lunches.

How do get access? Simple.

- Log into the Volusia County Website at www.myvolusiaschools.org
- Click on Parents
- Click on Parent Portal and register with an e-mail and create your own password.
- With a letter from the school, you will receive an authorization number, which gives you access to your child’s information.

For any questions please call the school secretary, Ms. Snider, for assistance.

2. Volusia Instructional Management System or VIMS is a program that works like a live teacher grade book. You will receive a letter explaining exactly how to login and register. This system is designed to have you go into “subscriptions” and it can automatically e-mail you grades for each assignment and attendance. At any time, you can view the current grades for all subjects. By clicking on that grade and you will see each assignment and test with an individual grade. This will show you what your child is excelling at or what he is struggling with. This will always keep you up to date on your child’s progress. You can even e-mail the classroom teacher from this program!

- Log into the Volusia County Website at www.myvolusiaschools.org
- Click on Parents
- Click on Volusia Instructional Management System (VIMS)
- Click on Gradebook (VIMS)
- Enter the Username and Password provided by the school with your child’s information.

For any questions please feel free to call Ms. Snider, our school secretary.

3. School Calendar Download – Did you know that you could have the school calendar downloaded on your computer calendar or smartphone?

- Simply go to the Volusia County Website at www.myvolusiaschools.org
- Click on Schools tab
- Click on Woodward Ave Elementary under Elementary
- On the bottom right there is a box labeled “Calendar”, click on “Show Calendar”

Now you can see the Woodward Ave Elementary Calendar. To have the calendar downloaded on to your calendar follow the steps below:

- Click on the picture of the little envelope at the top left.
- Click on Available Calendars
- Scroll down to Woodward Ave Elementary and click Done
- Click on the arrow pointing to the right (Both columns should say 0 items.)
- Click on iCalendar Feed once the information is filled in click on Subscribe
- Click Subscribe again when you receive the pop-up and then on the View Events.

It should take you to your calendar and it will then pop up with all the school events. Try it. ☺

We will have a Technology Night scheduled for anyone needing assistance or just come to the office and we can help you.

**Woodward Avenue Elementary School
Student-Family-School Compact**

By following the **Woodward Student-Family-School Compact**, we share the partnership required for all students to achieve their personal best in school.

AS A STUDENT, I PLEDGE TO:

- Develop my special talents and set my career goals
- Follow the school rules and take responsibility for my behavior and my academic success
- Work hard to be successful and complete my homework each day
- Be honest and trustworthy
- Be polite, respectful, and cooperative
- Treat other students kindly, include those who are left out, and help those who are bullied

Student Signature

Date

AS A PARENT, I PLEDGE TO:

- Keep open lines of communication between my family and the school
- Promote my child's school attendance and punctuality
- Stress good nutrition, exercise, and sleeping habits
- Help my child understand the importance of an education, respect, responsibility, safety, and cooperation
- Increase my involvement in school activities and review the school newsletters and the school website
- Encourage my child to treat other students kindly, include those who are left out, and help those who are bullied

Parent/Guardian Signature

Date

AS A SCHOOL, WE PLEDGE TO:

- Communicate with parents about the curriculum and grade level expectations at Open House, parent/teacher conferences, and on Parent Portal
- Inform parents of the instruction and interventions in place that will help students meet proficiency levels in reading, math, and English/language arts.
- Provide a positive, safe, and effective learning environment for all students through consistent implementation of the school's behavior support plan developed by the Behavior Leadership Team
- Encourage parents to volunteer and participate in school activities
- Discuss this compact at Open House and parent conferences and how it relates to student achievement

School Representative Signature

Date

Please review this form with your child, sign it, and then return the form to the classroom teacher by August 23, 2019. Our Woodward Avenue Student-Family-School Compact will help your child **RISE** to Top this school year. Thank you!

VOLUSIA COUNTY SCHOOL BOARD

Mr. Carl G. Persis—Chairman
Mrs. Ida D. Wright—Vice Chairman
Mr. Ruben Colon
Mrs. Linda Cuthbert
Ms. Jamie Haynes

WOODWARD AVENUE ELEMENTARY SCHOOL STAFF

Carlos Scott, Principal
Joselyn Baker, Assistant Principal
Cicely Hayden, Teacher on Assignment

VOLUSIA COUNTY SCHOOLS' VISION STATEMENT

Ensuring all students receive a superior 21st century education.

WOODWARD AVENUE ELEMENTARY' S MISSION STATEMENT

We believe each child is special. We guide our students to love learning, cooperate with each other, and respect themselves and others.



