

**Woodland Elementary School  
2018 – 2019**

**MISSION STATEMENT**

*Woodland Elementary School is a Positive Learning Community which Inspires, Challenges, and Empowers toward Excellence.*

**CORE BELIEFS**

- \*All Students Can Learn
- \*Recognize and Respect the Diversity of our Students
- \*Instruction Should Meet All Students' Needs
- \*High Expectations for All Wranglers
- \*Positive and Respectful Teamwork Strengthens Problem Solving

**WES PARENT/STUDENT HANDBOOK**

**Wrangler Families are encouraged to review these important planner pages at the beginning of the year, and use them as a reference throughout the school year. If you have any questions, please do not hesitate to contact the front office at 813-794-6400.**

**ACCOMPANYING YOUR CHILD TO AND FROM SCHOOL**

**In The Morning:** Parents may accompany their children to the general mall area. They are not permitted to journey past the cafeteria toward the portables, nor are they permitted to enter any of the classroom hallways without complying with the official visitor procedures. Students are permitted into classrooms at 9:20 a.m.

**In The Afternoon:** Parents choosing to meet their children to accompany them off campus are welcome to wait outside the walker gate (near the Student Services building) **outside the school front gate** with their walker card or car card visible.

**ARRIVAL AND DEPARTURE**

**Student Hours:**

Student hours are 9:40 a.m. (tardy bell) to 3:50 p.m. **Plan to have your child arrive at school between 9:15 a.m. and 9:20 a.m.** The first bell rings at 9:20 a.m. and it is at this time that students are permitted into the classrooms. **The gate near the front office will remain closed until 9:15 a.m., as there will be no supervision provided to students arriving before 9:15 a.m. Parents will be called to pick up their child(ren) if they are dropped off on campus too early.** We encourage any parent who cannot meet these hours to contact the PLACE Program for before and after school care on the Woodland campus.

**Student Safety is our top priority. Please do NOT drop students off outside the school gates before 9:15 a.m.**

Students Leaving Early:

**PARENTS ARE STRONGLY DISCOURAGED FROM CHECKING THEIR CHILDREN OUT OF SCHOOL UNLESS ABSOLUTELY NECESSARY.** The person who is picking up the child should be listed on the emergency card in the front office and they must bring a photo I.D. to sign the student out. The safety of our students is our primary concern. **WE DO NOT CHECK STUDENTS OUT AFTER 3:00 p.m. unless previous arrangements have been made.** This should only be for doctor's appointments or emergencies! School officials must release students to either parent unless a copy of a court order denying parental rights is filed with the school.

Car Riders:

The safety of our students is very important to the staff at Woodland. To protect our children and keep them safe, we ask that you follow our car loop guidelines when coming to the school to pick your child up at dismissal time:

\*Drive slowly through the pickup area on the east side of the school (next to ZHS).

\*Stay in your car and merge in a **single file line**. When your car moves to the front spaces with colored cones, your child will be released to safely enter your car.

\*While you are in line waiting, pull up only when you are directed to do so. We will be loading 10 cars simultaneously, and then allowing those cars to leave. The next group of cars will then be permitted to pull forward and the process will be repeated until all students are loaded.

\*Please **do not attempt to pull out of the line or pass**, as this is a dangerous action and might result in injury to others.

\*Car cards **MUST** be displayed in the front windshield or the passenger window during the time that you are in the loop. This tells adults on duty that this car has permission to pick up a student or students from Woodland. Each family will have two car cards issued. One is for the person who usually picks up the student; the other is for the person who may pick up the student in case of an emergency.

**If the car card is not displayed, the person wishing to pick up a student MUST park and come into the front office, where photo identification will need to be presented and the office staff will verify that the person is on the student's emergency card.**

\*Please do not leave your car unattended in the line.

\*There will always be several Woodland staff members on duty in the car loop area. Please cooperate with these individuals, which will ensure smooth traffic flow through the student pickup area. At times, the Zephyrhills Police will also be assisting with traffic control.

\*Child safety seats and seat belts are to be worn or used as indicated by law.

\*If you plan to park and walk up to the gate near the office to meet your child, please carry with you and make visible your car card or walker card.

\*If you check your child out from PLACE during our dismissal time, you will need to have your PLACE card visible for the individuals on duty to see as you exit the school's campus.

#### Walkers:

If you wish for your child to walk home alone or with friends without adult supervision, a parent will need to complete and sign the “walks alone” permission form. This permission form is available in the front office. After this form is completed, your child will receive a colored pass that notes their ability to walk alone off campus. **Without this pass, your child will not be allowed to exit through the walker gate.**

If your child will be walking off campus with an adult, the person picking up that student will need to present a “Walker Card” to appropriate school personnel at the walker gate exit. If the person picking up the student does not have a “Walker Card” he/she will be directed to the front office to verify that they are on the child's emergency card. **Photo identification will need to be presented.**

**Car Riders and Walkers who are not picked up from the WES campus by 4:00 p.m.** will be brought into the front office and parents will then need to walk into the school to sign the child(ren) out. **Late pick up sign out sheets will be turned into the school social worker on a regular basis.**

**RAINY DAY DISMISSAL:** In the case of severe weather with lightning, all walkers and car riders will be held in the mall area by grade levels & bus riders will report to the cafeteria. Students will not be dismissed until the severe weather has passed. Parents, with proper identification or car/walker tag may come to the mall area to pick-up their child.

### **ATTENDANCE PROCEDURES**

1. All elementary school students who are absent will be marked “unexcused” “U” until the parent/guardian notifies the teacher in writing and justifies the absence.
2. Failure to do so within three (3) school days will cause the absence to remain “unexcused”. When a child reaches ten (10) absences, a doctor/dentist note must be provided in order for any future absences to be considered excused.

**Please be sure that all attendance notes have the student's name, lunch number, the date of absence, and the teacher's name. This will need to be turned into the teacher on the day the child returns.**

### **CLINIC PROCEDURES**

**“Too Sick for School?”**

Many children become ill during the school year. A child who is sick needs rest, plenty of fluids, and “tender loving care.” Here are some “heathful” hints:

\*A child who has fever with a temperature greater than 100 degrees (orally), has been vomiting, or has diarrhea **should stay home for 24 hours AFTER the symptoms are gone.**

**If your child’s temperature registers 100.0 or higher, you will be contacted to pick-up your child from the clinic. They may return to school after they have been fever free for 24 hours without the aid of fever reducing medication.**

**\*Consider medical attention from your child’s doctor for:**

- --fever that last 3 or more days
- --drainage from the ear
- --cough that continues for several days
- --repeated episodes of diarrhea or vomiting
- --rash
- --itchy eyes with clear or cloudy drainage
- --sore throat, with or without fever
- --“cold” symptoms that last more than one week

**If for any reason your child needs the assistance of crutches, you must have a written prescription from the doctor on file in the clinic.**

### **IF A CHILD IS SUSPECTED OF HAVING HEAD LICE:**

#### ***GENERAL INFORMATION ABOUT HEAD LICE:***

Head lice are a nuisance condition and do not spread disease. **No healthy child should be excluded from school or allowed to miss school time because of head lice or nits.**

The reality is that a child who is found to have live lice has likely had lice for about 30 days. The only way that lice is shared is through direct head to head contact. It is more likely to be transmitted in the home setting, during sleepovers or other activities involving close personal contact, than during the school day. Primary students are at higher risk because they often hug one another and put their heads together while working and playing.

In keeping with evidence based practice and research supported by the [National Association of School Nurses](#), [American Academy of Pediatrics](#) and [Centers for Disease Control](#), school clinics that are notified about a student head lice concern should defer head check until the end of the school day whenever possible to avoid missed academic time.

Clinic assistants and other school staff should make sure to employ a trauma informed approach when addressing this nuisance condition as it can be very stigmatizing to children and families.

### ***IF A CHILD IS SUSPECTED OF HAVING HEAD LICE:***

Please contact the school nurse, clinic assistant or administrator. Students should only be checked in a private setting by the clinic assistant or school nurse on an individual basis and only when necessary. Teachers, instructional assistants, and other staff are not responsible for this task.

### **IF PRESCRIBED MEDICATION IS NEEDED DURING THE SCHOOL DAY:**

Parent must fill out all medication paperwork in ink. This paperwork may be obtained from the clinic assistant.

- **Make sure prescription is current.**
- **Make sure student name and DOB matches Rx bottle.**
- **No medication will be administered without a prescription.**
- **Parent or Guardian MUST bring in the medication to the clinic. Students are not permitted to bring medication to school.**
- **Students are not allowed to carry any type of medication regardless of whether it is prescription or over the counter medications.**

**If for any reason you would like to speak to the school nurse about health concerns or issues, please feel free to contact the front office @ 813-794-6400 to leave a message or you are also able to contact their line directly at 813-794-6411.**

### **EMERGENCY INFORMATION**

It is vital that the school have the most current contact information for each student. This includes a student's address (with proof of residence), phone numbers, and emergency contact information. **Please notify the school immediately when there is a change in any of the items listed above.**

### **LUNCH TIME**

Adults wishing to eat with students, during school lunchtime, **MUST** always check in at the front office to receive a lunch visitor badge. Before a visitor badge will be issued, office personnel will verify the adult's identification, by photo id, and will ensure that the individual is listed on the student's emergency card. It is always helpful to inform the teacher a day in advance of your planned lunch visit.

### **CELEBRATIONS**

Teachers will plan celebrations periodically. Your assistance will always be welcomed! Please refrain from sending in any homemade items to be consumed by students. Any treats supplied to the school must be commercially prepackaged. If you would like to bring in treats for your child's birthday, please arrange this with your child's teacher in advance.

### **PARENT/TEACHER CONFERENCES**

Communication between school and home is key to educational success! We encourage conferencing with your child's teacher on a regular basis. Please schedule conferences with your child's teacher through written requests in the planner or by email. You may also call the school at 813-794-6400.

### **PHYSICAL EDUCATION**

To be excused from participating in physical education, a child must have a NOTE from a PHYSICIAN stating the diagnosis and the length of restriction from activities.

### **VISITORS**

Parents are always welcome to visit the school. Visits for conferences or to observe in a classroom must be prearranged. Parents must come to the office immediately after arriving on campus. After presenting photo identification and authorization from the office staff is received, visitors will be issued a badge that **must be worn at all times while on the school campus**. The school administration reserves the authority to place restrictions on visitors and to deny the issuance of visitor passes. Visitors are asked to sign out and return the visitor's badge in the front office when leaving campus.

### **VOLUNTEERS**

In order to chaperone field trips and work in classrooms, individuals must be approved volunteers. Volunteer forms must be filled out on a yearly basis at [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us). **Please complete this at the start of the school year.**

### **NOTICE TO BUILDING OCCUPANTS AND PARENTS**

#### NOTIFICATION OF INSPECTION FOR ASBESTOS CONTAINING MATERIALS IN PUBLIC SCHOOLS

The Environmental Protection Agency (EPA) has issued a final rule, 40 CFR Part 763, Asbestos Containing Material in schools, commonly referred to as AHERA. This rule requires all Local Education Agencies (LEA's) to identify asbestos containing materials (ACM) in their school buildings and to take appropriate actions to control the release of asbestos fibers.

All inspections for Woodland Elementary School have been completed and a Management Plan describing the results of the inspection and the action plan to control any asbestos found during the inspection, where applicable, has been submitted to the Governor for approval. A copy of this plan is located in the administrative office of this school and at the District School Board of Pasco County Maintenance / Facility Operations Department and is available for review upon request.