Woodland Elementary School
A Georgia STEM Certified School
2019-2020

A GUIDE FOR STUDENTS AND PARENTS

Phone: (470)254-5890
Fax: (470)254-4091
School.fultonschools.org/es/woodland

Tara McGee                   Jill Osmerg                  Kelly Mastronardi
Principal                    Assistant Principal         Assistant Principal

School Hours:

7:40 AM – 2:20 PM            Instructional Hours (Students should be in class, ready for the day no later than 7:40)

7:10 AM                      Doors open for student drop off
                              Students dropped off between 7:10am and 7:40am will report to homeroom unless they are eating breakfast in the cafeteria
<table>
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<tbody>
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OUR VISION

It is the vision of Woodland Elementary to provide a safe and encouraging environment where children are empowered to become confident leaders, critical thinkers, life-long learners and productive citizens of our diverse and global community.

OUR BELIEFS

We believe:

- all children can achieve their highest potential with proper guidance in a positive, supportive, and challenging learning environment.
- all children should be encouraged to become life-long independent learners.
- school should encompass values and life experiences.
- all children have a right to learn and work in a safe environment that fosters mutual respect.
- all children should use technology as a tool for learning.

GET INVOLVED

Woodland’s Parent Paw Pact is a way to help clarify how parents can be involved with their child’s education, both at home and at school. In turn, our school community will be stronger, better, and more connected! Additional information on the Parent Paw Pact will be shared at the start of school.

SCHOOL CONTACT/HOURS

School Telephone Numbers: Office Hours: 7:10 a.m. – 3:30 p.m.

Office……………………………………………………………….....470-254-5890
Fax………………………………………………………………………..470-254-4091
Cafeteria……………………………………………………………….470-254-4069
Bus Transportation……………………………………………………470-254-2970

Who to Contact:

Attendance: contact the following person(s) in the order below:
Classroom Teacher (always start here), School Social Worker, Assistant Principal

Bus Concern: contact the following person(s) in the order below:
Bus Driver (always start here), North Fulton County Transportation Department, Assistant Principal

Cafeteria: contact the following person(s) in the order below:
Cafeteria Manager (always start here), Assistant Principal

Curriculum / Instruction: contact the following person(s) in this order:
Classroom Teacher (always start here), Curriculum Support Teacher (CST), Assistant Principal, Principal

Discipline: contact the following person(s) in the order below:
Classroom Teacher (always start here), Assistant Principal, Principal

Dismissal Changes:
Email: WoodlandTransportationChange@fultonschools.org

General Information:
Front Office

Media Center:
Media and Educational Technology Instructor (METI)

Medical:
Clinic

Private School Application Requests
Curriculum Support Teacher (CST)

Special Education:
Case Manager, Instructional Support Teacher (IST)

Staff / Faculty: contact the following person(s) in the order below:
Staff/Faculty Member in question (always start here), if no resolution, please contact the Assistant Principal and/or Principal.

Student Records:
Data Clerk

Tours:
Sign Up Genius on school web page
ARRIVAL AND DISMISSAL

ARRIVAL PROCEDURES
School begins promptly at 7:40 a.m.. Students should arrive to school between 7:10 a.m. and 7:35 a.m. Even though staff arrives prior to 7:10 a.m., WES’s doors do not open for students and visitors until 7:10 a.m. Therefore, students are NOT to arrive on campus before 7:10 a.m.

Being on time and prepared for the school day benefits students’ academic performance and future professional habits. Getting your child to school before 7:40 a.m. allows them time to settle in, prepare their class materials and focus their minds on the day to come. Students who are not in their classroom by 7:40 a.m. will be marked tardy.

CARPOOL RIDERS/MORNING
Morning Carpool begins at 7:10 a.m. and ends at 7:37 a.m. Bus lanes are not to be used for carpool drop-off in the morning. Please refrain from cell phone usage while in carpool line for the safety of our students.

There are two carpool lanes for student drop-offs. The lane to the RIGHT is designated for grades Pre-K, K, 1st and 2nd. The lane to the LEFT is designated for grades 3-5. Parents are to remain behind the wheel always. Those who must exit the car for any reason must park in any parking space not marked with a “Reserved” sign and accompany their child into the building. The front entrance curb is a designated fire lane and is not available for parking.

To ensure the instructional day begins promptly at 7:40 a.m., carpool services end at 7:37 a.m. If a parent arrives after 7:37 a.m., the parent must accompany the student into the building and sign the student in at the front desk.

Parents should park in a visitor parking space as they walk their child into the building. Repeated tardies may result in a referral to the school social worker.

CARPOOL RIDERS/AFTERNOON
Afternoon Carpool begins at 2:25 p.m. and ends at 2:40 p.m. Bus lanes are not to be used for carpool pick-up in the afternoon. Please refrain from cell phone usage for the safety of our students.

Because staff is not allowed to remain outside once carpool ends, parents who arrive after 2:40 p.m. are required to come inside and sign their child out. (Please be prepared to show a photo ID.) Repeated failure to pick up a student on time may result in a referral to the school social worker.

DISMISSAL PROCEDURES
Dismissal begins at 2:00 p.m. and ends at 2:40 p.m.

To ensure the safety of our students, parents and visitors are not allowed to enter the building during dismissal, and may not attempt to enter the building through alternate doors. Students are dismissed as follows:

• BUS RIDERS are dismissed at 2:23 p.m. in an orderly fashion to the bus circle. For the safety of our students, parents are not allowed in the bus area. (In the event a bus is delayed, Fulton County’s Transportation department will alert the parents/guardians via the cell phone number on file.) For students in PK, 1st and 2nd, if an adult is NOT present at the bus stop, the student will be returned to the school and the parent/guardian will be contacted to pick up the student.) Please be prepared to show a valid photo ID when signing the student out. Repeated occurrences may result in a referral to the school social worker.

• WALKERS are dismissed at 2:20 p.m. All walkers are dismissed from the learning cottages outside of the gym. Parents should meet their student at the top of the steps.

• CARPOOL begins at 2:20 p.m.

• AFTER SCHOOL CARE is dismissed at 2:32 p.m. to the designated after school care.

• AFTER SCHOOL ACTIVITIES are dismissed at 2:35 p.m. When picking up a student from an after-school care program or an after-school activity, parents MUST pick up the student from the individual overseeing the program/activity.

EARLY DISMISSAL
To ensure the student is prepared for early dismissal, we encourage parents to send a note to the student’s teacher on the morning of the early dismissal indicating the early check out time. The front office is NOT ALLOWED to call a student up to the front prior to the parent/guardian arriving to check the student out. A parent or guardian is required to come into the office and sign the Student Check-Out sheet, and be prepared to show a valid photo ID. Students will not be released to anyone other than their parent/legal guardian unless prior written notice has been given to the school to include the name and contact information of the person checking out the student.
ARRIVAL AND DISMISSAL

CHECK-IN AND CHECK-OUT PROCEDURES
Our primary concern is for the safety and welfare of our students; therefore, we must ask for support in strictly enforcing the following rules pertaining to check-in and check-out procedures and severe weather plans.

CHECKING IN A STUDENT: Parents/Guardians checking in their students AFTER 7:40 a.m. will need to come into the building and check the student in by signing the Student Check-In sheet.

CHECKING OUT A STUDENT: Parents/Guardians checking out their students must do so PRIOR TO 2:00 p.m., and be prepared to present a valid photo ID that can be verified with the information given at registration. Student check-out is not permitted after 2:00 p.m. After this time, students will be sent home as indicated by their regular dismissal procedure. For the safety of our students during afternoon dismissal, no one is allowed to enter the building from 2:00-2:40 p.m. Please note: If a student is checked out prior to 11:10 a.m., the student will be marked absent for the day.

CHANGES IN TRANSPORTATION FOR DISMISSAL
Changes to a student’s afternoon dismissal routine are allowed PRIOR 1:00 pm. After this time, students will be sent home by their regular dismissal procedure. It is imperative that parents provide a written note to the school when a change to the normal after school routine is needed.

Changes to the normal afternoon routine will not be made unless the office has received written confirmation or completed a Change In Transportation Form. You can find the transportation forms for GENERAL and AFTER SCHOOL ACTIVITIES under "Quick Links" on our website at: http://school.fultonschools.org/es/woodland/Pages/Transportation-Changes.aspx

Complete the form in its entirety and email it to: WoodlandTransportationChange@fultonschools.org or send the completed form via the student to the front office.

If unable to print and email the Change In Transportation form, a parent may submit a transportation change request to: WoodlandTransportationChange@fultonschools.org

When submitting the request via email, please include the following information in the body of the email:
1. Student’s first and last name
2. Student’s teacher’s name
3. The date(s) the change is to begin and end
4. If changing to a BUS RIDER: Please include the bus number or Color/Animal and the name of the Complex/Subdivision or address. If student is riding the bus with a friend, please include the name and phone number of the adult responsible for the student at the bus stop.
5. If changing to CARPOOL: Please include the carpool number (Or, if the student has not been assigned a carpool number; request a TEMPORARY carpool number).
6. If changing to an AFTER-SCHOOL ACTIVITY, please provide the name of the activity, the day(s) of the week of the activity and the date(s) it begins and ends
7. Parent/Guardian’s contact information to include name and phone number.

We strongly encourage parents to submit any transportation change requests via email to:

WoodlandTransportationChange@fultonschools.org

When doing so, a confirmation is given for the request. If a confirmation is NOT received by 1:00 p.m., please check the email and ensure you have entered it correctly and re-send. If you still do not receive confirmation, please call the front office at 470-254-5890. In the event of an emergency, and it is AFTER 1:00PM but before 2PM, parents are to call the front office at 470-254-5890 to request an emergency change to their child’s dismissal. After advising the front office, the parent is required to send the request in writing to WoodlandTransportationChange@fultonschools.org.
INSTRUCTIONAL PROGRAM

It is the mission of Woodland Elementary School to provide a high-quality education for each student and an optimum learning environment that will aid in the development of the total child through a cooperative effort among the home, school, and community. As one of the largest elementary schools in Fulton County, Woodland proudly provides exemplary education from Pre-K through fifth grade and meets the needs of diverse learners by offering multiple services such as Talented and Gifted (TAG), Continuous Achievement, Special Education, English Language Learners (ELL), Art, Music, Physical Education, Science Lab, Career Guidance lessons, Technology/Gardening and more.

CURRICULUM—LITERACY

High levels of literacy is an expectation for all students to achieve. At Woodland, students are individually assessed and instructed on their just-right reading level. Students are taught how to read and then move to reading to learn. We want all students to have a passion and love for reading! Every classroom comes equipped with an abundant classroom library so students have choice in selecting rich literature driven by their own interests. This promotes high levels of engagement. Additionally, direct instruction is given in small guided reading groups and book clubs so students can continue to grow as avid readers.

Writing Workshop is designed to help students understand the craft of writing and is part of every classroom. Teachers supplement the workshop model by incorporating instruction on techniques, while also keeping a strong emphasis on the style and organization of the writing process. Students learn to express their ideas in written form and to convey a message through their words. Teachers regularly meet with students in small groups or individually to improve writing based on that student’s needs.

CURRICULUM—STEM

In 2016, Woodland became the 16th elementary school in the state of Georgia to become Science, Math, Engineering, and Math (STEM) certified. To have obtained and continue to maintain this high honor, Woodland offers a unique approach to curriculum through STEM subject integration while also incorporating the arts. We provide students with multiple opportunities to learn in various hands-on settings including a state of the art STEAM lab, a designated science lab space, and several computer lab spaces. The students in grades kindergarten through fifth are also taught coding and robotics. Various experts are invited to share their knowledge with students as a part of the research phase of the engineering design process. Students use this knowledge to solve problems in a real-world context. We believe that it is our mission to help students become patient, proficient problem solvers equipped with the 21st century skills needed to be successful in later years.

For specific math instruction, teachers identify specific learning goals to focus on teaching concepts as opposed to a series of steps. A natural progression of mathematics learning is concrete to representational to abstract. By incorporating hands-on learning, students gain access to deep conceptual understanding that leads to knowing the how and the why of abstract algorithms. The focus in elementary grades is to lay a strong foundation by slowing down the learning process so that students may work efficiently in more complex mathematics courses later on. In addition, the process of learning mathematics in a slow progression promotes critical thinking and flexible problem-solving.

GA STANDARDS

You may review the GA standards at:
https://www.georgiastandards.org/Georgia-Standards/Pages/default.aspx

CLASSROOM OBSERVATIONS

All class observations must be made in advance and set up with a school administrator who will accompany the parent for the observation. We usually require 2-3 days notice to find a mutually convenient time for the visit. Observation times are limited to 30 minutes to prevent disruption of the class environment, however the visit may be extended to one hour with administrative approval and availability.
INSTRUCTIONAL PROGRAM

GRADING/REPORT CARDS
Elementary students in Fulton County receive 4 grading reports each nine weeks. A student must be in attendance at least 20 days within a grading period in order to receive grades. At the end of each semester, a cumulative grade will be given. The grading scale is listed below for special area classes as well as for students in Kindergarten and First grades:

- S: Satisfactory
- N: Needs improvement
- U: Unsatisfactory
- NG: No Grade

Letter grades (A,B,C and F) and numeric grades will be used on report cards and transcripts for students in second grade through fifth grade. The following academic grading scale shall be used:

- A: 90 and above
- B: 80 – 89
- C: 70 – 79
- F: Below 70
- NG: No Grade

Parents may view their child’s grades through Home Access Center, which is the authorized web portal and only authorized provider of online access to student information in Fulton County. The link for this portal is:

https://hac.fultonschools.org/HomeAccess/Account/LogOn?ReturnUrl=%2fhomeaccess

User Names and Passwords are unique to each student and may be retrieved from the front office. A picture ID must be used to receive this information which can be obtained through the front office.

COMMUNICATION
Communication, between school and home, is VERY important. There are several methods of communication available in addition to emails, phone calls, conference, etc.:

**Wildcat News**: Sent out weekly (additional special editions also are sent out as applicable)
Includes principal letter, school updates, current information about the school/school system, dates to remember, activities going on in the school, PTO/Friends of Woodland information, community outreach, programs, opportunities to volunteer

**School Messenger**: Important school/county announcements such as emergency information will be announced through email and/or phone calls via School Messenger. If you do not receive information from this system, please contact the front office and/or data clerk to ensure we have accurate contact information

**School Website**: http://school.fultonschools.org/es/woodland

**School Twitter**: @WESWildcat

**Student’s Thursday Folders**: Provide regular announcements, newsletters, menus, progress reports, report cards, and flyers. Please remember the importance of reviewing these notices on the same day they are sent home

**Class Dojo**: An online tool in which teachers and parents communicate regularly (Please note that Dojo cannot be used for transportation changes or absence/tardy excuses)
ADDITIONAL SCHOOL INFORMATION

BIRTHDAYS
Parents are welcome to bring a store-bought birthday treat that can be passed out easily (i.e. cupcakes, individual cookies, fruit snacks, or pre-cut cake) during your child’s scheduled lunch time, if arrangements with the teacher is made in advance. Parents are welcome to join their child for lunch on their birthday during the scheduled lunch time. Parents are not permitted to go to the classroom to pass out treats, have a birthday celebration, etc. If you are not joining your child for lunch on his/her birthday, birthday “snacks” should be dropped off at the front office for delivery to the classroom. Many children enrolled in school do have potentially life-threatening food allergies, so please ensure that the ingredient list is visible on the store-bought item. Goody bags, balloons, flowers, party favors, and other gifts should not be included with birthday “snacks”. No personal party invitations may be distributed at school.

PICTURES
Individual student pictures are taken during the Fall and Spring. Class pictures are taken in the Spring.

LOST AND FOUND
Name-tags should be placed on all clothing, book bags, lunch boxes, and other items that are brought to school. Unlabeled or unclaimed property is given to a local agency several times during the school year. “Lost and Found” is maintained in both the cafeteria and the gym. We encourage parents to check the “Lost and Found” for clothing, eye glasses, etc.

USE OF TELEPHONE BY STUDENTS
Students may only use the front office telephone in an emergency and must have permission from their teacher. Play dates, forgotten papers, school materials or assignments do not constitute an emergency and students will not be allowed to use the telephone for these purposes.

VALUABLES/CELL PHONES/COMPUTER GAMES, ETC.
Students should not bring large sums of money or items of value to school. MP3 Players, IPODS, IPADS, electronic game systems, and sports equipment are not permitted. The only time students are permitted to bring a toy or game to school is at the direct request of the teacher. Students may carry cell phones but they must be turned off and concealed in the student’s book-bag during the school day. If cell phones are visible, they will be taken and kept in the main office for the parent to pick up. The school will not take responsibility for lost or stolen items. Parents and family are requested not to call students on their cell phones during school hours. If you must reach a student, please call the front office at (470)-254-5890.

TOYS/GAMES/ETC.
In an effort to keep interruptions and distractions to a minimum, we ask that students do not bring toys, games, dolls, trading cards, fidget spinners, prohibited items, etc. to school unless given permission from your child’s teacher. Items brought to school without permission will be turned into the Assistant Principal and a call will be made to the child’s parent/guardian to come to school to retrieve the item.

SUPPORT STAFF

CST (Curriculum Support Teacher): Mrs. Caroline Rawls, our CST, helps facilitate the instructional program of the school by working with teachers to coordinate the curriculum and delivery of instruction. The CST also administers academic assessments, conducts school tours for prospective parents, and coordinates a wide-range of instructional programs. Mrs. Rawls is available to meet with parents to discuss on-going instructional concerns that have not first been resolved by meeting with the teacher.

IST (Instructional Support Teacher): The IST, Mr. Ted Ittig, facilitates the special education program of the school and serves as a resource for parents and teachers.

EIP (Early Intervention Program): EIP teachers are available at each grade level to provide small group support to struggling students who meet specified criteria for the program.

SST (Student Support Team): The Student Support Team implements the process used to provide the necessary support for students who are experiencing academic, behavioral and/or social problems in the general education classroom. The team is led by RTI Coordinator or school counselor.

COUNSELORS: Counseling services are available to all students in the school. We have two counselors, Aimee Range and Jessi Tench, as well as a part time school social worker, Virginia Hernandez. The role of the counselor is to help remove barriers that may be standing in the way of students reaching their maximum potential. Counselors collaborate with students, staff and parents to build a pathway towards success. Counseling services include assistance with educational planning, interpretation of evaluation scores, occupational information, career instruction, study skills and social concerns. Our counselor provides classroom curriculum lessons as well as short-term individual counseling and small group counseling on an as-needed basis.

PARENT LIAISON: Ms. Laura Moseley, Woodland’s part time Title 1 liaison, serves as a resource for new and returning parents. She facilitates our parent resource center which houses many parent resources and supplies to help parents become involved in their child’s education. She also works with other support staff to hold several parent workshops during the school year that are open for all parents to attend.

BILINGUAL LIAISON: Ms. Sophia Ewing is our full time Bilingual Liaison. She works diligently to coordinate programs to build capacity for our ESOL parental involvement and ensure responsiveness and helpfulness to all parents.

COACHES: Mrs. Sapp is our literacy coach who helps support teachers and students in the area of literacy, while Mrs. Uremovich supports math instruction.
VOLUNTEERS/VISITORS/SAFETY/SECURITY

STUDENT/ PARENT CONTACT INFORMATION
If a phone number or address changes during the school-year, please inform the front office and our registrar immediately. It is important the office has the correct home address and parent’s/guardians current telephone numbers (home, work and cell) in addition to the correct information for the student’s emergency contacts.

VOLUNTEERS AND VISITORS
Parents and community members are always welcome to visit the school whether it is to volunteer their services, have lunch with their child or to attend previously scheduled meetings with a staff member. ALL volunteers and visitors are REQUIRED to sign in at the front desk and present a valid photo identification.

VOLUNTEERS: A volunteer works within the school programs by interacting with teachers/students directly or indirectly.

(2 Step Process)
(1) ALL volunteers are required to register online at http://www.fultonschools.org/en/divisions/sup/comm/pages/partnersvolunteers.asp and view a short video related to mandated reporting of child abuse. Prospective volunteers will need to complete this registration at least 48 hours PRIOR to volunteering in the school.
(2) Sign up for volunteer opportunities with the school’s contact persons.

General Guidelines for Volunteers:
• Arrive at the front desk and present a valid photo ID. No one can enter the school without a valid photo ID.
• After being verified by our Raptor Security Software, the office will issue a VOLUNTEER badge. (Any adult not wearing a badge will be escorted to the front office so that a badge can be obtained.)
• Stay in the area(s) associated with the assigned assignment(s).
• Be nonpolitical when volunteering in the school.
• Comply with WES and school regulations while on site.
• Please note, parents and guardians may or may not be working with their own student while volunteering.
• Other guidelines may be posted pending WES’s review and approval.

VISITORS: A visitor is visiting the school for a brief period, for example; to have lunch with a student, visit the cafeteria to put money on a student’s lunch account or attend a pre-arranged meeting with the student’s teacher. A visitor does NOT interact with other students. Visitors are NOT REQUIRED to register on line.

(1 Step Process)
(1.) Sign in at the front desk with valid photo identification.

General Guidelines for Visitors:
• Arrive at the front desk and present a valid photo ID. No one can enter our school without a valid photo ID.
• After having your identification verified by our Raptor Security Software, you will be given a VISITOR badge. (Any adult not wearing a badge will be escorted to the front office to obtain a badge.)
• If eating lunch with a student please use the designated area available outside of the cafeteria. Please note: No other student(s) other than your own, is allowed to accompany you and your child at lunch without the written consent of the other parent.
• If visiting a staff member or attending a prearranged meeting/conference with a staff member, the front office will confirm the appointment.
• Remain in the area(s) you are authorized to visit.
• Other guidelines may be posted pending WES’s review and approval.

SAFETY/SECURITY
To provide a secure school environment for our students and staff, all entrance doors are locked at 8:00 a.m. Parents and Volunteers are required to enter the building through the doors located in the front of the building, using the intercom to request entry into the building. A front office staff member will buzz you into the building. ALL volunteer and visitors are required to present a valid photo ID that will be verified via our RAPTOR Security Software.

Parents are not permitted to take any items to the student’s classroom, to include homework, lunches, glasses, etc. We request all items be delivered to the front desk PRIOR TO 10:00 am, so we may deliver it to the student.

Students and parents are not permitted to return to the classroom after school hours. Teachers are often involved in conferences and in preparing instructional material for the next school day. In case of an emergency, an administrator may escort a student/parent to the classroom to retrieve the forgotten item.
To ensure the safety of our students during dismissal, no one is allowed in the building from 2:00 p.m. to 2:40 pm. If arriving AFTER 2:00 p.m., please wait outside of the building until 2:40PM.

DRILLS
In order to provide a safe learning environment for our students, we have evacuation, take shelter, hard lock down and soft lock down drills. Staff and students participate in these on a regular basis, in order for them to know the correct procedure in case of a real emergency. Visitors and volunteers are expected to participate in the drills if on campus during a drill. Students may NOT be checked out during drills.
ATTENDANCE POLICY (Fulton County Attendance Policy)

Regular school attendance is essential to student success. Please make every effort to have your student at school and on time every day that he/she is well enough to attend. A student must be in attendance more than one half-day (11:10 a.m.) before he/she can be counted present for the day.

All students should bring in a note within three days of an absence. This note must include the student’s first and last name, date of absence and the reason of absence. Whenever a student is absent due to medical issues and is seen by a doctor, please make sure to send in documentation provided by the doctor in addition to the parent’s signed written excuse for the absence. Should a student reach ten excused absences, medical documentation for any further absence may be required. Written excuses are kept on file at school. If a note is not provided, then the absence will be marked as unexcused.

EXCUSED ABSENCES

A student’s absence from school or class will be considered excused when it is due to any of the following circumstances.

- Personal illness of the student or a death in the student’s immediate family.
- Attendance at school would be detrimental to the health of the student or others.
- Observance of recognized religious holidays, necessitating absence from school.

A student’s absence from school or class for any reason other than those listed above will be considered an unexcused absence. As documented in the Fulton County Code of Conduct and Discipline Handbook: It should be noted that O.C.G.A. 20-2-690.1 states that any parents, guardian or other person residing in this state who has control or charge of a child or children that accrues five unexcused absences during one school year will be deemed to have violated this Code section and shall be guilty of a misdemeanor and subject to fines, imprisonment, community services, or any combination of these penalties.

As you may recall, the College and Career Ready Performance Index (CCRPI) is a comprehensive school improvement, accountability, and communication platform for all educational stakeholders that promotes college and career readiness for all Georgia public school students. CCRPI is Georgia's accountability system that meets state and federal accountability requirements and all schools receive a CCRPI each year based on a multitude of factors.

Woodland’s student attendance is pulled by the state each year and is one factor in our CCRPI overall score. ALL student absences whether sick, religious, approved or unapproved are used to calculate our CCRPI score and count against us as a school.

We are committed to improving our overall attendance rate and therefore no absences will be pre-approved for travel purposes. While we know that travel has many educational benefits, when a student misses school they are missing out of many crucial educational opportunities in the classroom which can’t be made up solely with sending home extra work. We strongly encourage you to plan your vacations and trips around scheduled Fulton County holidays as well as our school’s professional development days.

The 2019-2020 school calendar is posted on the district’s website. Here is the link to that page for your convenience:

http://www.fultonschools.org/en/Calendars

For the 2019-2020 school year, the following dates will be our RFF STEM Professional Days where students will not have school. Two of these dates will be used for staff professional development and two days will be used for student led conferences. Please make sure to mark these dates on your calendars:

Sept. 13, 2019
Nov. 4, 2019
Jan. 21, 2020
Feb. 14, 2020
SCHOOL BUS POLICIES

Bus Guidelines
- Each student is responsible for adhering to the bus guidelines in order to maintain the privilege of riding the bus.
  Students who ride the bus should follow four (4) basic rules:
  1. Remain seated and facing the front of the bus at all times
  2. Keep your hands and feet to yourself
  3. Talk to your neighbor using an appropriate noise level
  4. Do not use a cell phone while riding on the bus
- Children may not “save” places for others in the bus stop line or on the bus.
- Fighting, profane language, name-calling, and destruction of property cannot be tolerated. Such behavior will result in immediate action and probable loss of bus privileges.
- No food or drinks may be consumed on the bus.
- Students are to board and depart only at their assigned bus stop and only at their assigned times. Space limitations may preclude students from riding home with a friend.
- Pre-K, Kindergarten, and 1st grade students who do not have an adult present at their designated stop, will be returned to the school, and you will be called to pick up your child from the school. Multiple occurrences will result in SSW referral.

Bus Conduct
- Each parent is responsible for supervising his/her children at the bus stop.
- Children should not arrive at the bus stop until it is nearly time to board the bus.
- Fights or other serious problems arising at bus stops due to lack of or inadequate supervision will be reported to the local police.
- Inappropriate behavior on the bus will be reported to the parent and school administrators.
- If bus misconduct is serious and needs immediate action, or persists after parent notification, the driver will complete a formal discipline referral. A school administrator will investigate the report and take appropriate disciplinary action. Bus privileges, may be lost for serious or persistent cases of inappropriate behavior. Serious behavior infractions such as fighting may result in a school suspension.

Should you wish to discuss a concern related to the bus, please contact an Assistant Principal at 470-254-5890. Should you have a concern about a bus driver or note an unsafe practice, please contact the transportation office directly at 470-254-6060.

UNIFORM POLICY

All students wear the Woodland uniform, which is described in detail below. Tights and sweaters must match school uniform colors. No outer jackets are to be worn during school hours, however, students may want to keep a navy, white, or red sweater at school in the event that their classroom is chilly.

UNIFORM

Shirts: Collared shirt, long-sleeved or short, with or without the Woodland logo. Colors are red, white, or navy. Turtle-necks are acceptable.

Pants: Navy or khaki shorts or pants. Shorts should be mid-thigh to knee length. Pleated or elastic waist pants are acceptable. Jeans, sweatpants or tight leggings are not acceptable. Girls may also wear navy or khaki skirts, skorts, or jumpers, provided they are mid-thigh to knee length. During colder months, tights of uniform color (red, white, or navy blue) may be worn underneath skirts.

Shoes & Socks: Closed-toed athletic (sneakers) with red, white or navy socks will ensure that students are properly dressed for P.E. and recess. Shoes should be in neutral colors such as black, brown, or white. Small colored accents are acceptable, but should not be the primary color of the shoe. For example a pink Nike Swoosh is fine, however pink tennis shoes are not acceptable. Twinkle Toes (shoes that light up) tennis shoes are not permissible. Sandals and boots are not acceptable footwear. If a student arrives in sandals or boots, the parent will receive a phone call requesting a change of
P.R.I.D.E. BEHAVIORAL EXPECTATIONS

*Perseverance Respect Integrity Discipline Excellence*

Woodland is a school where all students are afforded an education within an enriching, nurturing, and challenging learning environment. We believe a collective partnership with students, parents and staff is essential in cultivating and sustaining total school pride through a school-wide behavior expectations and management system. This management system is grounded in recognizing acceptable behaviors and explicit teaching, communication and modeling of desired behaviors. The purpose of this plan is to help students make appropriate choices, accept responsibility for their behaviors, and understand that their behaviors have consequences for themselves and others.

At Woodland, we expect our Wildcats to exhibit *Perseverance, Respect, Integrity, Discipline and Excellence (P.R.I.D.E.)* in all they do academically and socially. We believe our students will excel when they:

- **Show Perseverance**—Working hard no matter what, without giving up
- **Demonstrate Respect**—Having high regard for yourself, all people and things
- **Act with Integrity**—Doing what is right, even when no one is watching
- **Be Disciplined**—Exercising control of ones self, choices and actions
- **Do everything with Excellence**—Being all you can be in everything you do

Each teacher will consistently demonstrate focus and attention on developing desired behaviors within the classroom that are aligned with our **PRIDE Behavioral Expectation System** as well as the Fulton County Discipline Code of Conduct. To assist our students in fully understanding these traits and how they can apply them in their own personal choices, all students will participate in classroom community meetings the first 10 minutes of each day. During this valuable time, expectations will be modeled through role-play, read-alouds, simulations and other strategies.

Students who choose not to exercise discipline specified in our school-wide behavioral management and expectations plan which interferes with the optimal learning environment for all students will receive consequences based on Fulton County Schools Student Code of Conduct & Discipline Handbook. The degree of consequence imposed will be in proportion to the severity of the behavior.

We, at Woodland Elementary, are committed to being proactive and maintaining a structured learning atmosphere that reinforces positive actions and outcomes through mutual kindness, respect, and consistency. Being disciplined members of the community positively affects everyone and the school learning environment collectively.

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**PBIS at Woodland**

What is PBIS?

PBIS stands for Positive Behavior Interventions and Supports.

#happyinhappyout

Our goal is to make students, staff and community members feel the positive climate and culture of Woodland. Our mission is to educate every student to be a responsible, productive citizen. We are doing this by implementing behavior supports and student incentives.

At Woodland, we show PRIDE!

PRIDE stands for:
- Perseverance - Keep trying even when things are challenging
- Respect - Care enough to think about others’ feelings before you act
- Integrity - Doing the right thing, even when no one is watching
- Discipline - Doing what you should do and not what you want to do
- Excellence - Being your very best

How can you support PBIS at home?

Join ClassDojo and check it regularly.

Ask your child how they showed PRIDE today.

Encourage your child to show their PRIDE at home and at school daily.

Model PRIDE in your own actions.
**CLINIC/MEDICATION**

**SCHOOL CLINIC**

A trained clinic aide is available to care for injured or sick students and to notify parents when pick-up is necessary. If a child is not well enough to return to class within 20 minutes of entering the clinic, the parent or guardian will be called to check-out the child from the office and take him/her home.

Students should not come to school with a fever, cloudy discharge from the nose, goopy red eyes, earache, or stomach/intestinal distress. Children must be free of vomiting and/or fever for 24-hours before returning to school as per the American Academy of Pediatrics Guidelines. When returning to school following an absence due to illness, parents must send a written, signed note, explaining the illness and provide the number of days and dates the child was absent. This is necessary for State Attendance Reports. If an illness or injury requires immediate medical attention, “911” will be called. Please be sure the school has your current phone number/contact information as well as updated emergency contact information so you can be reached in case of an emergency.

**MEDICATION**

If a prescribed medication is necessary in order to allow a student to attend school on a regular basis, the clinic assistant may administer the medication (inside the clinic only) if the parents or legal guardian provide the following:

1. Written certification by a licensed physician that such medication must be administered to the student during the school day.
2. Written instructions from a licensed physician regarding the administration of the medication, including dosage, expected duration of administering, and side effects of the medication.
3. Parents must fill out a release form (required by the school system) releasing the board of education, the school, and system employees from any liability of administering administration.

**FOOD AND NUTRITION**

Breakfast and lunch are served daily. All students are encouraged to buy the school lunch as it is a well-balanced meal and adheres to nutritional guidelines set by the United States Department of Agriculture. Milk is served with all meals in addition to hot and cold meal choices. Extra milk and juices are available for a nominal fee. Menus are posted in the front office and online.

Meals may be purchased daily or by charging to the pre-paid Lunch Card. Checks should be payable to Woodland Elementary School and include the student’s full name on the check. Parents may opt to pay online through the MealpayPlus system. It is the responsibility of the parent to ensure that funds are available in their child’s meal account. The cafeteria will assist by informing students in advance when their accounts are low. If a student does not have money in his/her account, the cafeteria will allow one charge. After two charges, students will receive a cheese sandwich, milk and fruit until charges are paid. Payments for lunches should be made prior to 9:00 a.m. in the school cafeteria. If you have questions regarding our meal program, student accounts, or other food service related issues, please contact our cafeteria manager at 470-254-4069.

Parents are welcome to join their child for lunch, however due to space constraints in the cafeteria, parents are asked to eat with their child at the tables in the main hallway outside the cafeteria. Students are not allowed to bring a friend with them to eat with their parent. Parents may NOT eat with students for the first two weeks of school. Teachers eat with the students the first week and the students are learning the routine the second week of school.

**MEAL PRICES**

- Student Breakfast: $1.10
- Adult Breakfast: $1.60
- Student Lunch: $2.45
- Adult Lunch: $3.35

Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program through applications available at our school. Households should complete one application listing all household members and identifying students who attend a Fulton County School (FCS).

- Parents/guardians must complete one application per household indicating the school attended for each student
- The application should be returned to the school cafeteria manager of the youngest student
- New students to FCS will pay for meals until the household application is approved
- Returning FCS students will maintain last year’s meal status until the application is approved
- The approval process will be completed within 10 days

For more information about Free and Reduced-Price Meals or the application process, contact our cafeteria manager.