

# WOODLAND ELEMENTARY SCHOOL



## ***PARENT /STUDENT HANDBOOK 2022-2023***

Woodland Elementary School  
2908 Graham Road  
Stow, Ohio 44224  
(330) 689-5470  
FAX: (330) 689-5471

## **Introduction**

This handbook has been developed to provide parents and students with important information regarding the operation of Woodland Elementary School. Please read each section so you will be familiar with school policies and procedures. Topics have been arranged alphabetically for easy reference.

We hope that you will find this handbook useful and informative.

Sincerely,  
Mary Louise Muckleroy  
Principal

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## ABSENCE REPORTING

If it is necessary for a student to be absent, the following procedures must be followed:

1. Call the school office @ (330) 689-5470 between 8:00 and 9:30 a.m. to report your child's name, room number, and reason for absence. Messages may be left on the school voice mail if you wish to call during non-office hours.
2. On the day the child returns to school, please send a note to the teacher listing the dates and reason for absence.
3. If your child saw a medical professional, please get documentation from that person and submit it with your teacher note.

## ATTENDANCE

In accordance with Ohio House Bill 410, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

- A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year.
- Tardy minutes are counted as unexcused absences unless accompanied by a doctor excuse.

A child who has been adjudicated a "habitual truant" and who violates a court order regarding that adjudication may further be adjudicated a delinquent child..

## BIRTHDAYS

Students may bring in a birthday treat to share with classmates. **Treats should be store-bought and in individual, sealed packages** (please do not send in unwrapped donuts, for instance). Please be sensitive to food allergies and avoid foods that contain peanuts or other highly allergic substances. Please consult with your child's teacher regarding allergies present in the classroom.

Students may pass out party invitations at school ONLY when inviting the entire class, or if the party is for all girls or all boys in the class. Selective invitations (only inviting a few students in the class) may not be passed out at school. The school will not provide parents with student addresses or contact information.

## BUSES/BUS SAFETY

Students who are transported to and from school by school bus may only ride their assigned bus. Students are NOT permitted to ride a different bus to another student's home after school. Parents are responsible for the supervision and safety of students going to and from pick-up points and for having students ready to meet the bus at the scheduled time.

## BUS CONDUCT REFERRALS

Student safety is of the utmost importance to Stow-Munroe Falls City Schools. Misbehavior on the school bus will not be permitted and will be handled through the bus conduct notice system. The following procedures for bus conduct referrals will be followed:

- First notice: Student is warned, with notice signed by parent, bus driver and principal.
- Second notice: Student receives second warning, with notice signed by parent, bus driver and principal.
- Third notice: Student will be removed from the bus for three days.
- Fourth notice: Student will be removed from the bus for five days.
- Fifth notice: Student will be removed from the bus for ten days.
- Sixth notice: Student will lose bus privileges for the remainder of the school year.

## CAFETERIA/LUNCH PROGRAM

There are three lunch periods during the school day. Each lunch period provides students with ample time to select and purchase food items, eat, and participate in recess. Lunch accounts are set up on the district's website. Money can be deposited directly to your child's account at [payschoolscentral.com](http://payschoolscentral.com). Additionally, cash or check may be sent in an envelope with the student's name and room number on it. Milk may be purchased separately by packers. Stow-Munroe Falls City Schools, in accordance with Federal guidelines, participates in the Free and Reduced Price Lunch Program. Applications are available on the district's website under the "Parents" tab. Applications are confidential, with approval based on family size and monthly income.

**PLEASE NOTE:** Due to limited seating, parents and other visitors are not permitted to eat lunch in the cafeteria with students.

## CELL PHONES/SMART WATCHES AT SCHOOL

Students may bring their cell phones and smart watches to school; however, these must be kept in the student's backpack and turned off at all times. Students are not permitted to use these devices during school hours. Devices used inappropriately will be confiscated by a staff member and will be returned to the student at the end of the day; repeat offenders must have their device picked up by a parent. In the event of an emergency, parents should call the school office so that we may alert your child.

## CHANGE OF ADDRESS/TELEPHONE/EMAIL

It is extremely important that every student maintain an up-to-date address, telephone number and email address in the school office, including emergency contact numbers. Please log into your Final Forms account to update your contact information if it becomes necessary. In the event of an address change, please contact Central Office Registration at (330) 689-5445 for further instructions. You may be asked for verification of address change.

## CHANGE OF TRANSPORTATION

Please notify the office in advance if there is to be a change in transportation for your child. **If no notification is received, your child will follow his/her regular method of getting home.** If it is a last-minute emergency, **please call the office** to make arrangements. Do not rely on the teacher to forward an email to the office.

## DAILY SCHEDULE

<b>8:50am</b>	<b>Doors open</b>
<b>9:05am</b>	<b>Morning Announcements</b>
<b>11:35 am</b>	<b>First Lunch/Recess block (Grades K/1) begins</b>
<b>12:10 pm</b>	<b>Second Lunch/Recess block (Grade 2/3) begins</b>
<b>12:40 pm</b>	<b>Third Lunch/Recess block (Grade 4) begins</b>
<b>3:25pm</b>	<b>Afternoon Announcements</b>
<b>3:26 pm</b>	<b>Dismissal Procedures begin</b>
<b>3:55pm</b>	<b>Student supervision ends</b>

**ARRIVAL:** The first bell rings at 8:55 a.m. We ask that parent drop-offs **not** arrive at school before **8:50 a.m.**, as there is no supervision until that time.

**TARDY BELL:** Morning announcements begin at 9:05 a.m. The tardy bell rings at 9:05 a.m. Any student arriving after 9:05 a.m. will be marked tardy unless the child is arriving on a late school bus. Minutes tardy are counted toward hours absent and will impact a student's attendance record.

**LATE ARRIVAL:** Parents **MUST** come into the building to sign in students who arrive late. There will be no exceptions.

**DISMISSAL:** Afternoon announcements begin at 3:25 p.m. Dismissal of students begins at 3:26 p.m. **Student supervision ends at 3:55 p.m.**

**DISMISSAL OF CAR RIDERS:** Car riders will be called to the gym to wait for parent pickup. Our parent pickup system involves numbered car mirror tags and matching backpack tags. Mirror tags must be displayed in order to pick a student up from the car line. If a parent or guardian has no tag, he/she must park in a parking spot and come into the office for verification. **No exceptions will be made**

## EARLY DISMISSAL REQUESTS

Please call the office (330-689-5470) ahead of time to arrange for your child to leave school early. You must come to the office and sign out your child for any early dismissal. Students will only be released to persons on their emergency contact list.

### **ELECTRONIC DEVICES/E-READERS**

Students should not bring electronic devices such as iPods, e-Readers, Kindles or Nooks without teacher permission. Students who choose to bring these devices to school do so at their own risk. The school will not be responsible for lost, damaged or stolen items.

### **FIELD TRIPS**

There may be field trips throughout the year. Your child's teacher will keep you updated regarding any field trips that are scheduled. **IMPORTANT:** a child must have a completed Final Forms set in order to attend a field trip. If you do not complete your child's forms, your child will not be able to attend any field trip until the forms are done.

### **GUIDANCE COUNSELOR**

Students may be referred to the Guidance Counselor for help with a variety of issues. Parents can also contact the counselor for help in dealing with student issues such as bullying, study skills, and other issues as they arise. The counselor can be contacted via email or through the school office.

### **HEALTH CLINIC**

Woodland has a medical assistant on staff from 9:00 a.m. until 3:30 p.m. each day. If you have a concern about your child, please call the Woodland office at (330) 689-5470 to speak with the medical assistant.

If a child should become ill during the school day, the parent or other adult designated by the parent will be contacted. Students who are vomiting or who have a fever will not be permitted to stay at school.

Minor injuries which occur throughout the course of the school day are handled by the medical assistant. If a child's injury is of a more serious nature, the parents will be contacted. If the parent is unable to be reached, and if other contacts on the emergency card are unable to be reached, the information on the child's Emergency Medical Authorization Form will be used to procure treatment. Both the card and the form are sent home at the beginning of the school year.

### **LOST AND FOUND**

Most articles that are found on school grounds are placed in the Lost and Found. Valuable items such as watches, eyeglasses, money and electronic items are kept in the school office. Please mark all items with your child's name and room number so that items can be returned in a timely manner. All unclaimed items are donated to charity in December and again at the end of the school year.

## MEDICATION

In order to dispense prescription medication to students, the following guidelines **MUST** be followed:

1. A medication form must be obtained from the school office, completed, and returned to school. This form includes the type of medication to be taken, the prescribed dosage, and the signature of the physician.
2. The medication must be brought to school in the ORIGINAL container. The container must have the prescription label attached.
3. The medication is stored in a locked cabinet in the health clinic and will be dispensed by the medical assistant.

If the type of medication or dosage is changed, a revised form must be completed and resubmitted.

In order to dispense non-prescription/OTC medication such as Tylenol, cold medication, or other over-the-counter medications, a Non-Prescription Medication form must be filled out and signed by the parent and brought to the school office. All non-prescription medications will be dispensed by the medical assistant.

## PARENT-TEACHER CONFERENCES

Home-school communication is an essential part of our educational program. Regularly scheduled parent-teacher conferences will be held on three nights in the fall. Individual conferences with parents will be scheduled by the teacher.

## PTA

PTA sponsors a wide variety of activities during the school year. Please refer to the monthly school newsletter for PTA contact information and meeting /event schedules.

## RECESS/PLAYGROUND

All rules in the Stow-Munroe Falls Student Code of Conduct apply to the playground and indoor recess. Students who do not follow these rules will have their recess privileges removed for an appropriate period of time. Woodland students are supervised by noontime assistants who are employed by the school district. **AT NO TIME are parents allowed on the playground during recess.**

## RECESS POLICIES WITH REGARD TO WEATHER

Students should dress appropriately for outdoor recess. As required by state law, students will go outside for recess unless the wind chill drops below 15 degrees Fahrenheit, or unless it is raining or there is thunder in the area.



## **REPORT CARDS**

Report cards are completed for each student four times a year. Grades represent a summary of the student's academic achievement, behavior and work-study skills during a nine week grading period. Report cards are available online on designated days.

## **SAFETY PATROL**

Woodland Elementary has a student safety patrol that is used to provide for supervision for safety during dismissal. Safety Patrol members monitor the passage of students in the hallway during bus dismissal. Safety Patrol members are selected from the fourth grade classes by teacher recommendation.

## **SCHOOL CLOSING**

During severe weather conditions it may become necessary to close schools with short notice. The decision to close schools is made by 6:00 a.m. and released to local TV and radio stations by 6:15 a.m. A list of these stations is available on the district website. Additionally, school closing announcements will be posted on the district website, [www.smfcfsd.org](http://www.smfcfsd.org), and on the district's Facebook page.

## **STUDENT CONDUCT**

Woodland Elementary School follows the **PAWS** Positive Behavior program. **PAWS** stands for: **P**actice Kindness, **A**ct Responsibly, **W**ork Hard, and **S**how Respect. Students can earn PAWS reward tickets by displaying PAWS behavior. Students who make inappropriate choices will receive consequences that follow a progressive discipline model.

## **STUDENT DISCIPLINE**

All students at Woodland Elementary School are subject to the Stow-Munroe Falls Schools Student Code of Conduct. The Code of Conduct can be found online at: <http://www.smfschools.org/students/code-of-conduct>

Students who violate the code of conduct may receive any of the following consequences or combination of consequences:

- Teacher/classroom consequence
- Loss of privileges
- Office referral
- Parent contact
- Suspension
- Expulsion

## STUDENT DRESS/APPEARANCE

Students are expected to dress in a manner appropriate for school. Cleanliness, neatness of hair and clothing, comfort, and safety are essential considerations. Clothing should be clean, properly fitted, and in good taste. **The following items are NOT permitted:**

- Halters/spaghetti straps/tube tops
- Mesh or see-through garments
- Bare midriffs/low-cut tops
- Clothing that advertises alcoholic beverages/cigarettes/drugs
- Clothing that displays inappropriate language

Additionally, **students must abide by the following guidelines:**

- Shorts should be finger-tip length
- Jackets, coats and hats may not be worn in the classroom
- Students should not wear flip-flops and other toeless footwear—this is for safety reasons.
- Students should not use face paint unless given special permission by the Principal for school spirit days.

## TARDY STUDENTS

Students who arrive at school after 9:05 a.m. are marked “Tardy” and must report directly to the office. **Tardy students MUST be accompanied to the office and signed in by a parent or guardian.** Students who arrive after 10:35 a.m. are marked absent one-half day. Students who leave prior to 2:05 p.m. are marked absent one-half day. Students who leave after 2:05 p.m. are marked “Early Dismissal.”

Repeated tardiness disrupts the educational process not only for the tardy student, but also for the classroom that is being interrupted by the student’s late arrival. Additionally, tardy minutes count against a student’s attendance record and may result in truancy proceedings.

## TELEPHONE USE BY STUDENTS

The office telephone is a business phone and is to be used by students **ONLY** in emergencies.

## TEXTBOOKS/LIBRARY BOOKS

Textbooks and instructional materials are provided to all students for their use throughout the school year. Students are responsible for the books assigned to them. Students may also check out two books from the school library each week. Fines are assessed for lost or damaged books. Fines/fees will follow students to their subsequent schools and will stay on student accounts until all accounts are paid in full.

## VOLUNTEERS

Parent volunteers provide a valuable service to Woodland Elementary School. **All volunteers must be fingerprinted and cleared through Central Office—there will be no exceptions made.** Fingerprinting is available at no charge by contacting Lucy Casto at the Board Office at (330) 689-5445. Upon arrival, volunteers must report to the office, sign in and obtain a volunteer badge before beginning their work.

## VISITORS

All parents and other visitors are required to follow these building procedures:

- Ring the buzzer outside the main entrance and identify yourself and reason for visit
- Enter the security vestibule and show identification
- Sign the visitor register
- You must have a driver's license scanned by the Raptor Visitor Management System
- A Visitor sticker will be issued when the scan comes back clear
- Sticker should be turned in to the office upon departure

AT NO TIME should parents or other visitors enter the building and proceed through the hallways without following the above procedures.

## YMCA LATCHKEY

The Riverfront Family YMCA provides before and after school care at Woodland Elementary School. Before care begins at 7:00 a.m. and after care pick-up is by 6:00 p.m. More information can be obtained by contacting the Riverfront Family YMCA at (330) 923-9622, or by going to the Riverfront YMCA website, <https://www.akronymca.org/riverfront/>, and referring to "Before and After School Enrichment."

The YMCA Latchkey program is an independent program and is **not affiliated with Stow-Munroe Falls City Schools.**