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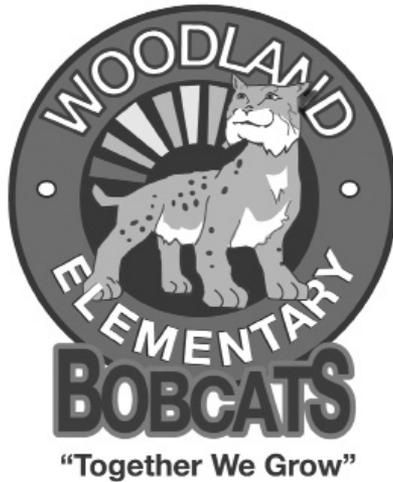
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# Woodland Elementary

## 2018-2019

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### MOTTO:

"BY RESPECTING MYSELF, OTHER PEOPLE AND  
THEIR IDEAS, WE WILL HAVE A CREATIVE AND  
PRODUCTIVE SCHOOL."

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59 South State Route 157  
Edwardsville, Illinois 62025  
Phone: (618) 692-8790 Fax: (618) 692-7467  
Website: [www.ecusd7.org/woodland](http://www.ecusd7.org/woodland)

Tara Fox, Principal

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## WHAT IS A SCHOOL?

Who is the pupil?

A growing child, not a tool of the state.

Who is the teacher?

A guide, not a guard.

What is the faculty?

A community of scholars, not a union of mechanics.

Who is the principal?

A master of teaching, not a master of teachers.

What is learning?

A journey, not a destination.

What is discovery?

Questioning the answers, not answering the questions.

What is the process?

Discovering ideas, not covering content.

What is the goal?

Open minds, not closed issues.

What is the test?

Being and becoming, not remembering and reviewing.

What is the school?

Whatever we, together, choose to make it.

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# Parents as Educational Partners

## PARTNERSHIP BELIEF

Research continues to confirm the benefits of parental involvement in their children's education. The key element in the kind of parent involvement that most benefits children is a sense of partnership between parents and school: an understanding that it takes both to achieve positive outcomes.

We not only must believe in the concept, but we must also articulate what each partner brings to the partnership. Parents are not only their children's first teacher, but are also the link that integrates learning and experiences. Classroom teachers enter and exit children's lives at different stages. They supply a depth of knowledge in subject matter content and skills.

For such a cooperative spirit to prevail, both sides of the partnership must acknowledge the contributions of the other and the necessity of a reciprocal relationship.

We look forward to working with you and your child this year!

## **Introduction**

Woodland Elementary School promotes a climate of high expectations in an atmosphere of trust and understanding. The principal, staff, parents, and students believe that all students should be guaranteed the opportunity to learn, grow, and develop in an environment that is clean, attractive, safe, and orderly. The staff further believes that every student must develop the essential skills to make a positive transition to the next grade level.

We believe that school pride and a sense of belonging are prerequisites for academic success. Mediocrity will not be accepted where the education of students is concerned. Appropriate learning experiences are designed to help each individual achieve his/her optimal emotional and moral growth and development.

The faculty uses a variety of techniques to increase academic success. Among the techniques are: teamwork, parental involvement, hands-on research, creative teaching, award programs, and individualized attention.

## **Mission**

The mission of Woodland Elementary School, through the collaborative efforts of all staff members and parents, is to educate students to be responsible, creative, and productive citizens. The parents and staff firmly believe that they can make a difference in student achievement. Students, staff, and parents share a mutual respect, viewing each other as partners in the educational process.

# **Characteristics of an Effective School**

## **Safe and Orderly Environment**

A safe and orderly environment is one that is free from physical harm and conducive to teaching and learning. Adults are consistently on duty at all times. The more clear and explicit the school's expectations, and the more firmly and fairly they are enforced, the less disorder the school experiences.

## **Clear and Focused School Mission**

The mission is a statement that tells what the school considers to be most important. There are learning objectives and instructional programs that match those objectives, as well as assessments that tell whether students are achieving the learning objectives.

## **Instructional Leadership**

The instructional leader is the person who communicates the school's mission to the staff, parents, and students, making sure everyone understands the mission. Applying the principles of instructional effectiveness, the instructional leader manages the instructional program and serves as the facilitator for the staff.

## **Climate of High Expectations**

The staff of the building believes and demonstrates that all children can learn.

## **Time on Task**

In effective schools, students are actively engaged (90%) in whole class, group, or teacher-directed instruction. It is possible to increase guided practice and engagement rates for students without increasing the school day or year.

## **Frequent Monitoring of Student Progress to Improve Instruction**

The most informative test is one that is locally generated, objective referenced, and nationally validated. The purpose of the test is to determine which learning objectives are attained by which students for the purpose of instructional improvement.

## Home-School Relationship

The homes from which students come are informed as to the school's mission and objectives, as well as the learning activities in which students participate. Individual student learning objectives, expectations, and individual student progress are communicated regularly.

## **About Us.....**

Our mascot: Bobcat

Our school colors: Royal Blue & Red

Our Motto: By respecting myself, other people and their ideas, we will have a creative and productive school!

## School Day

Daily Starting Time: 9:15 a.m. (Promptness is important for student achievement)

Daily Ending Time: 3:30 p.m.

## Arriving at School in the Morning

1. The Woodland Elementary School Breakfast Program operates from 8:30-9:00 a.m. Student supervision is not provided before 8:30 a.m., unless your child participates in the Kid Zone Program.
2. Students should proceed directly to the gym (if they are not participating in the breakfast program) or cafeteria (for breakfast) upon arrival. Bus riders will unload in front of the building.
3. The playground area in back of the building will not be used to drop off or pick up students. The designated lot is located between Woodland and Lincoln Middle School. Parents are required to drop off and pick up students in the designated lot.
4. Parents may not drop off or pick up children in the street leading to the designated lot or at Lincoln Middle School as these present dangerous situations. Supervision will be provided for students to and from the upper lot. In addition,

parents may not pick-up or drop-off students in front of the building as this area is reserved for bus riders. **Special circumstances must be approved through the building principal.**

5. Students may not go to the classroom or restroom without permission.
6. Students should not be in the hallways without permission.
7. Band/orchestra students should take their instruments directly to the band or orchestra room and proceed to the gym.

### Morning Meeting

The morning meeting begins each day at approximately 9:05 a.m. in the gymnasium. Students report to their classroom lines and listen carefully to announcements for the day. The student body recites the Pledge of Allegiance and school motto prior to moving to classrooms. Teachers pick up students from the gymnasium and take them to the classroom to begin the academic day.

### Absences, Tardiness, and Truancy

The academic progress of our students depends greatly on punctuality and regularity of school attendance. It is our policy that every student should be on the school premises by 9:05 a.m. After 9:15 a.m., a student is tardy. Students who are tardy must be signed in at the main office by a parent or guardian. When an absence occurs, parents must call the school before 9:00 a.m. (692-8790). If no phone call is received, the student must bring a written excuse to the office signed by a parent or guardian the next attendance day. If the school receives no phone call or note, the absence will be considered unexcused.

Parents have the LEGAL responsibility of ensuring that their child attends school regularly. This responsibility requires that parents actively monitor their child's school attendance.

A parent who knowingly permits a child to miss school without valid reason or who gives false information regarding the child's absence may be in violation of the law.

## Excused and Unexcused Absences

### 1. Excused Absences

- Illness of the student
- Doctor or dental appointment for student
- Death in the student's immediate family
- Certain religious days
- Court appearance
- College visits for high school juniors and seniors
- Family trip, provided the following guidelines are followed:
  1. School is notified in advance of the absence
  2. Student obtains assignments in advance of the absence
  3. All assigned work is turned in upon returning to school
  4. All assigned work is made up at direction of individual teachers

### 2. Unexcused Absences - All absences not classified as excused will be considered unexcused or truant.

## Compliance with Attendance Requirements

1. All students who leave school for a doctor's appointment must provide written documentation from their health care provider as evidence of attending the appointment for the absence to be considered an excused absence.
2. All students who are absent for five or more consecutive days must provide written documentation from a healthcare provider for the absences to be considered excused absences.
3. Any student who has been absent for 10% or more of the days of student attendance in a semester must provide written documentation from their health care provider stating the cause of the absence for each subsequent day of non-attendance for the absence to be considered an excused absence.
4. Students who suffer from documented chronic or severe acute health issues may seek a waiver of these requirements from the Building Principal.

5. Students whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting may be granted additional excused absences at the discretion of the Superintendent or his designee. The parent or legal guardian should submit written requests related to such absences related to deployment or leave for military service to the Building Principal.

### Pre-planned Absences

A request should be communicated to the classroom teacher and the office for a pre-planned absence, which will enable the students to get their assignments prior to the absence. Please note: there may be additional work to complete upon returning to school. Work requested for absences should be completed upon returning to school.

### Homework Request

When contacting the school to report your child's absence, you may also request homework. Homework can be picked up in front of the main office after 3:45 p.m.

### Bicycles

Students may ride bicycles to school. The following procedures must be adhered to by all bicycle riders.

1. Walk bike on and off school grounds.
2. Do not walk or ride bicycle in front of building before or after school while buses are loading and unloading.
3. Bicycles are to be parked and locked in racks provided on the playground at the rear of the building. No one should be near the bicycles from 8:30 a.m. to 3:30 p.m.

### Bus Conduct

Proper bus conduct is very important as it may save your child's life. Any bus disruption that creates an unsafe situation, abuse to others, or a distraction to the bus driver, will be reported to the principal by the bus driver. Students will be asked to report to the principal's office. If, after an investigation, a student is found to be at fault, the following disciplinary actions shall occur:

1. Parents may be notified
2. Parents may be asked to attend a conference
3. Detention may be assigned
4. Bus suspension may occur

First Student Bus Lot Phone: 656-0125

### Expectations

A school-wide discipline procedure is used to guide teachers, students, and parents in dealing with student behavior. This plan enables the classroom teacher to clearly and consistently communicate expectations to students, as well as the consequences for compliance or non-compliance.

Problems are best resolved when the issues are known. We feel that communication between home and school is vital, as it relates to the well being of our children.

Students will be expected to follow rules, complete homework assignments, and be good citizens. If this does not occur, a referral will be sent home. Please assist us with this communication program by talking to your child about the referral, signing the referral, and returning it to school the following day.

### Toys and Electronic Devices

Students are strongly encouraged not to bring any toys or electronic devices to school. Woodland School is not responsible for lost or broken electronic devices. Students who choose to bring such items to school may face consequences such as confiscation of the device if it is used or displayed during the school day. All devices should be stored out of sight, and no device should be on during the school day at any time. Special exceptions will be communicated to parents by the classroom teachers.

### Expectations during the School Day

- Make good choices
- Have a positive attitude
- Have good study habits
- Follow instructions
- Be a good role model

## Classroom

1. Be responsible—Keep hands, feet, and objects to yourself.
2. Be respectful—Be polite in words and actions.
3. Follow directions.
4. Upon entering classroom, go directly to assigned seat and prepare to start work.
5. Bring paper, pencils, books, and completed homework assignments every day.
6. No gum, candy, or toys.

## Examples of Rewards

- Verbal praise
- Dog Tag Incentive Program
- Certificates of merit/good news notes, etc.
- Special privileges
- A positive environment in which to learn

## Examples of Consequences

- Warning
- Privileges curtailed
- Note to parents, signed and returned the following day or phone call to parents.
- Detention
- Suspension

Each student shall begin each day with a fresh start. The discipline procedure reminds students that it is their responsibility to help maintain a positive, productive atmosphere and provides the teacher with a fair and consistent approach to all students.

## Homework Procedure

1. Students will be assigned homework to be completed outside of the regular classroom.
2. Required homework shall be submitted to the classroom teacher on the assigned date.
3. Students who do not complete assignments on time will be given a detention notice. This notice must be taken home, signed by a parent or guardian, and returned the next day

with the completed assignment(s). Failure to return the completed assignment(s) and the signed notice will result in an after-school detention. Please note that students have the opportunity to return homework and the signed detention notice the following day without being issued a detention. Homework detentions may not be served during the school day.

4. Excessive homework detention notices (more than three in one quarter) will result in must-serve detentions for all future notices.
5. Late assignments will be lowered one letter grade.

### Why Homework is Assigned:

- It reinforces skills and material learned in class.
- It prepares students for upcoming class topics.
- It teaches students to work independently.
- It aids in evaluating student progress.
- It teaches students to assume responsibility for their own work.
- It teaches students organizational and time-management skills.

### Students' Homework Responsibilities:

Students will be expected to do their best work on homework assignments. All assignments will be turned in on time.

### Parents' and Teachers' Homework Responsibilities:

Parents and teachers are the key to making homework a positive experience for the children. By making homework a priority, providing praise and support, and by keeping in touch, we will be able to avoid potential problems.

### Woodland Elementary Grading Scale

- 100-90:A
- 89-80: B
- 79-70: C
- 69-60: D
- 59-below: F

## MySchoolBucks Service

The Food Service Department provides an online service to allow parents to monitor student cafeteria accounts electronically. *MySchoolBucks.com* can be used to prepay for breakfast, lunch, and a la carte food items with a credit or debit card. Parents may also monitor and set limits to the type of items purchased. *MySchoolBucks.com* provides email updates to account balances as well. *The service is optional.*

## Cafeteria and Lunch Procedures

1. Be respectful of cafeteria/recess monitors.
2. Keep the eating area clean of debris, food, and liquids.
3. Make sure the area is clean for the next person.
4. Raise your hand and wait to be recognized.
5. Keep noise level at a minimum. If the teacher or monitor can clearly hear the student's voice above other students at the table, the student is too loud.
6. Students may not carry food out of the cafeteria.
7. Students may not go back to the classroom without a pass.
8. On cold days, students will be expected to take their coats with them to the cafeteria.
9. Good table manners are expected.
10. Throw all trash in the trash containers.

## Lunch/Recess

1st Lunch Period:	11:30-12:10
2nd Lunch Period:	11:50-12:30
3rd Lunch Period:	12:10-12:50
4th Lunch Period:	12:30-1:10

## Restroom

1. No playing or loitering in the restroom. This includes climbing on stalls, playing in water, and spending extra time "hanging out" in the restroom.
2. No writing or defacing of school property.

## Playground

1. Follow safety rules at all times.
2. Line up immediately and quietly after recess to enter building.
3. On cold days, students will be expected to wear coats and keep them on during the recess period.

## Playground Safety Rules

A Safety Assembly will be conducted at the beginning of the school year. The purpose of the assembly is to review and orient students to safety procedures.

1. Get along with your fellow students.
2. Be courteous, friendly, and demonstrate good sportsmanship.
3. Walk from the building to the playground.
4. Ropes should be used for jump rope only. Ropes should not be tied to another student, or to any object.
5. No wrestling – wrestling could be confused for fighting, or it may lead to a fight.
6. No fighting – if an argument seems to be getting out of hand, seek the help of an adult.
7. Know the boundaries of the playground. Avoid the following places:
  - The front of the building
  - The bike racks
  - Inside the building without a pass
  - The ravine
  - The middle school track
  - Muddy areas declared “off-limits” due to conditions
  - Grassy hill near the classroom windows
9. Unnecessary roughness in any game may result in the loss of the right to play the game.
10. The swing area has its own rules:
  - Do not twist swings.
  - Do not have more than one person in a swing.
  - Swing all swings in the same direction.
  - Do not fight, kick, grab arms or legs, or swing the person in the next swing.

- Do not walk or run through the swing area.
  - Do not jump out of the swings.
11. Slides
    - Slide in sitting position only.
    - Do not interfere with persons sliding.
    - Do not climb up the sliding board.
  12. General Apparatus
    - No “rough-house” playing.
    - There should be no tag games of any kind.
    - Do not sit or stand on railings of chinning bars.
    - No “cherry drops” from bars.
    - No “chicken fights” on bars.
    - Do not have objects (pencils, pens, combs, etc.) in pockets.
  13. No throwing of objects such as rocks or pine cones.

### Hall Conduct

1. No running in the hall.
2. Always stay to right side of the hall.
3. Keep noise level down.
4. Remove hats upon entering building.

### Detention Hall Procedure

1. Detention time is 3:30-4:00 p.m. If a student is late or absent, there may be further consequences.
2. Student issued detentions shall complete a “Consequence Sheet.”
3. It is imperative that students have all materials, including pencils, prior to entering the detention hall.
4. There will be absolutely no talking.
5. Students will not be permitted to return to the classroom for supplies and materials.

### Dress

Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness. Dress should not disrupt the educational process or indicate affiliation with any group which advocates dangerous or unlawful activities. Please refer to the

dress code in the Edwardsville District #7 Handbook, which is posted online at [www.ecusd7.org](http://www.ecusd7.org). Following are some guidelines:

- Hats, sunglasses, and outerwear such as jackets and coats may not be worn in the building, halls, or classrooms, and must be stored in students' lockers during the school day. Expensive items should not be brought to school.
- All clothing must be appropriate for school.
- Clothes displaying alcohol or drug-related images or other inappropriate messages, words, phrases, or logos are not acceptable.
- Clothes that expose a student's undergarments by being excessively loose or sagging, sheer, small, or having holes in them are unacceptable. This includes spaghetti straps and/or tank tops that expose the back, side, or midriff of a student.
- Wear appropriate shoes for the playground.

Teachers and administrators will screen dress that is inappropriate for the school environment. Students in violation of the dress code may be sent home to change clothes. Repeated violations by a student may result in additional disciplinary action. Parents must assume the responsibility to see that their child is appropriately clothed for school.

### Motivational Programs

Throughout the school year, students will be rewarded for positive behaviors and for demonstrating respect for school rules and policies.

### Medication Policy

Edwardsville Community Unit School District 7 has adopted a policy regarding administration of medication (including non-prescription medications such as aspirin and Tylenol) during school hours and at school-related events. A student who needs medication to be administered during school hours or school-related events must have submitted a completed request for Medication to be Administered at School form. A student may possess medication prescribed for asthma for immediate

use at the student's discretion, provided the student's parent/guardian has authorized the student to carry and self administer the medication and has completed and signed the form entitled "Request for Medication to be Administered at School." If authorized by the student's physician and the student's parent/guardian and physician have completed the form entitled "Request for Medication to be Administered at School," a student may carry and self administer an epinephrine auto-injector. If authorized by the student's physician and the student's parent/guardian and physician have completed the form entitled "Request for Medication to be Administered at School," a student may also possess the supplies and equipment necessary to manage their diabetes pursuant to a physician approved Diabetes Care Plan. Please see the building principal or nurse regarding the District's medication policy and to obtain required forms.

The STUDENT INFORMATION FORM is the **only source** for school personnel to know **whom** to contact in the event of a serious injury or illness, and exactly **how** to contact these persons. It is **imperative** that the information on this form be **kept current** at all times.

#### *Students with Diabetes*

A diabetes care plan will be developed for any student who seeks assistance with diabetes care in the school setting. It is the responsibility of the student's parent or guardian to share information regarding the student's diagnosis, recommended treatment and required medication upon the initial diagnosis or any change to the treatment plan. Parents must provide the student's health care provider's instructions concerning the student's diabetes management in writing to school staff. The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

#### *Students with Life Threatening Food Allergies*

The District has implemented a life threatening food allergy management program which identifies students with life

threatening food allergies, prevents exposure to known life-threatening food allergens, responds to life-threatening allergic reactions to food, and educates and trains school personnel who interact with students with life-threatening food allergies on the management of students with life-threatening food allergies. Parents of students with life threatening allergies must provide the District with written documentation from the student's health care provider which identifies the allergy upon diagnosis and annually thereafter.

### Leaving School During the School Day

1. Students are not to leave the school grounds without permission from the office.
2. Parents/guardians wishing to remove their child(ren) from school during the day must check in with the School Safety Officer and show photo identification, then proceed to the office to sign the student out of school. Office personnel will call the student(s) to the office. This will assist in keeping proper attendance records and ensure the safety of the students.
3. Students will not be discharged or dismissed to anyone other than parents unless parents have made arrangements through the office.
4. Students will not be permitted to go home with a friend or relative unless a note or a phone call is received.
5. There will be no deviation from these procedures.

### Periodic Progress Updates

A periodic progress report may be available at any time during the school year. Please review the report carefully and discuss with your child his/her academic achievement. You are encouraged to contact the school for an appointment any time you would like to discuss your child's progress. You may also access your child's grades via TigerView at <http://tigerview.ecusd7.org>.

### Parent Conferences

Parents are encouraged to call and arrange a conference time to discuss student achievement, behavior, or other areas of concern. Conferences shall be scheduled when the teacher is relieved of

classroom responsibilities. This allows teachers to give parents their full attention. Teachers shall not leave their students unattended to hold conferences.

### Parent Orientation

Parent Orientation will be held during the first two weeks of the school year. This is an opportunity to meet your child's teacher and learn about curriculum, classroom procedures, and expectations for the school year.

### Parking Facilities

Visitors may park in the visitor parking spaces in front of the school. Parents waiting to pick up students after school are not considered visitors at that time and may use the designated lot between Woodland and Lincoln Middle School (upper parking lot). Parking is not permitted at Lincoln Middle School when picking up students after school.

### Recess During Inclement Weather

Several factors are considered prior to permitting the students to go outside during winter months. This includes the temperature (including “wind chill factor”), the condition of the playground, the length of time the children will be outside, and finally each student’s clothing and footwear. All students shall participate in regularly scheduled recesses unless excused by a physician.

### School Closing Information

On days when inclement weather occurs, or is pending, the decision to cancel school will be made by 5:00 a.m. whenever possible.

- On days when it may be necessary to dismiss school early due to weather, the decision shall be made by 11:00 a.m. whenever possible.
- On days when inclement weather occurs or is pending, please listen to the following TV broadcasts regarding school closings: KMOV-TV CHANNEL 4 NEWS; FOX 2 NEWS; KSDK CHANNEL 5 NEWS; ECTV LOCAL ACCESS CHANNEL 993.

- On days when inclement weather occurs or is pending, information regarding the closing of school can also be accessed through District 7's web site ([www.ecusd7.org](http://www.ecusd7.org)).
- The district will also use the Intelligencer "I" line to communicate with parents regarding weather matters.
- Parents may be contacted using the district's Safety Alert Program.
- Parents are encouraged to make the necessary arrangements to meet their children on early dismissal days.
- Parents may also check the District website [www.ecusd7.org](http://www.ecusd7.org) for closing information. Parents also have the option to receive the information by email and/or text message.

### Special Occasions/Snacks

It is at the teacher's discretion to determine if and when a snack is part of the daily schedule. Healthy snacks that do not require preparation are encouraged. ALL snacks must be commercially wrapped. For health and safety reasons, we do not accept homemade goods. This policy applies to all school celebrations.

Birthday treats for classrooms should be dropped off in the main office at the start of the day. All treats are checked for allergens prior to being sent to the classroom. Teachers will pause instruction for a short period of time toward the end of the school day to recognize birthdays and distribute treats.

### Party Invitations

Please keep in mind that party invitations may only be distributed at school if ALL children in a classroom receive an invitation. To minimize the disruption to the school day, students may not distribute party invitations during instructional time. In addition, school staff will not be responsible for this distribution.

## Visitors

1. Upon entering the building, visitors are required to present photo identification, state their reason for being in the building, and sign in with the School Safety Officer in the main lobby.
2. All visitors are required to wear name badges to identify them as a visitor. These can be obtained from the School Safety Officer.
3. Student visitors are not permitted to accompany students to school.
4. All unauthorized persons shall be required to leave the premises.
5. Parents are welcome to visit or help with their child's class. The parent should set an appointment ahead of time with the teacher.
6. Parents who volunteer in classes, for field trips, or classroom parties, must make other accommodations for younger and/or older siblings so their full attention can be directed to the Woodland students.
7. Former Woodland students wishing to visit teachers must wait until dismissal at 3:30 p.m. to enter the building.

## SAFETY ALERT PROGRAM

District 7's safety and weather alert system consists of three components: an email safety alert system, a telephone broadcast system, and a web alert system.

### SAFETY ALERTS - VIOLENCE

The system is used to alert parents to *viable* threats and/or to dispel rumors. Students sometimes attempt to use fear to manipulate others around them—often because they think it's funny or just want to have a day off.

All threats will be treated seriously and will be investigated by the District and public safety officials. Anyone responsible for threats faces tough penalties, including possible expulsion from school and criminal prosecution.

## *SAFETY ALERTS - WEATHER*

The system is used to alert parents to cancellation of school due to inclement weather.

### *SAFETY ALERT NOTIFICATION*

A message will be posted on each alert system stating one of the following:

- There are no current safety alerts; please disregard rumors
- There is a viable threat
- School has been cancelled due to inclement weather

Parents can access safety alert information in three ways:

- Subscribe to the email alert system at [www.ecusd7.org/alert/subscribe.asp](http://www.ecusd7.org/alert/subscribe.asp)
- Parents will receive messages by phone on the numbers listed on their child's Student Information Sheet
- Visit the District's website at [www.ecusd7.org/alert](http://www.ecusd7.org/alert)

Subscribers to the Email Alert system will not be able to reply to the system.

## Pick-up Procedures in the Event of the Evacuation of Students to an Alternate Facility

1. **Prepare your child.** Children who are prepared experience less fear and hysteria. Let your child know who can make the pick-up at school if you are unable to do so. Reassure your child that he/she will be cared for until you arrive.
2. **Keep your child's emergency contact information up-to-date.** The only people other than yourself who will be allowed to pick up your child are those whom you authorize on the Student Information Sheet. No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/guardian.
3. **Remain calm.** It is imperative that you do not strain resources that are attempting to direct and maintain emergency responses. Follow all instructions given by School and Emergency Response Officials to facilitate an orderly process.

4. **Do not call school and tie up the school phone.** Information will be disseminated to parents through the school district's Telephone Broadcast System, Email Alerts, and Web Alerts ([www.ecusd7.org](http://www.ecusd7.org)).
5. **If possible, walk from your home.** Parent parking areas will be congested. Ride with another parent if possible.
6. **Park only in areas designated for parents.** Do not park in other areas that may be designated for emergency response vehicles or areas that may block an orderly flow of traffic.
7. **Do not attempt to pick up your child directly from the student assembly area.** Parents and authorized adults must first report to the Student Request Table.
8. **Bring a government-issued, photo ID with you to the Student Request Table and Student Release Table.** Students will only be released to their parents or to an adult designated on the child's Student Information Sheet.
9. **Talk to the Parent Information Officer if you have any questions.** This will help the Student Release Team avoid bottlenecks at the Student Request and Student Release Tables.
10. **Pick up all students for whom you are authorized.**
11. **Sign out at the Student Release Table.** The staff will locate and bring your child to you. No student will be released without a parent signature, noting time of release, destination, and phone number.
12. **Leave the campus immediately after being reunited with the student.**
13. **Information from the school district on retrieving student property that may still be left on school property will be forthcoming.**

### Food Donations

Edwardsville District 7 encourages parents to participate in school activities that request the donation of food for school events, fundraisers, PTO activities, Open House, etc. We appreciate

parent generosity in supporting these worthwhile activities. However, due to possible spread of infectious disease through the mishandling of food products, we ask that any food donated to school activities be commercially wrapped items. We appreciate your cooperation in helping us keep all our children safe from becoming ill due to contaminated food.

**As a Parent, I will:**

- Work with the school staff and cooperate to see that my child gets a good education.
- Set a time and place for my child's homework, free from distraction.
- Set aside time for homework that is free from interruptions by television, radio, phone calls, etc.
- See that my child attends school, unless ill, and comes to class on time.
- Hold a family reading time, during which the entire family will have quiet time and enjoy reading together.
- Provide educationally-oriented activities at my home for my children, and develop summer activities, as a family, that will be educationally valuable.
- Attend Parent Orientation, programs, and meet my child's teachers when the need arises.
- Become actively involved in the PTO, which meets throughout the school year.
- Take an active interest in my child's homework projects and assignments.
- Get in touch with the school immediately if I have a concern or a problem.
- Work to instill a positive attitude, to motivate my child with a desire and a feeling of need for an education, and to support the school, the administration, and the staff of the district.
- Attend school functions and show my child that I am interested.

## Woodland Rights & Responsibilities

Throughout the school year, students will be introduced to the following rights and responsibilities as community and character building strategy. School staff members work with students to practice rights and responsibilities, what they mean, and how students can apply them to their lives. We feel that these activities will help students be successful in the classroom and throughout their lives.

With every right comes a responsibility. By taking responsibility, we make our world better, and make our school a better place.

- I have a right to be myself, and a responsibility to accept others' differences.
- I have a right to be respected, and a responsibility to treat others with respect.
- I have a right to a safe school, and a responsibility to help keep it safe.
- I have a right to a safe playground and a responsibility to use the equipment properly.
- I have a right to feel safe, and a responsibility to look out for others.
- I have a right to learn, and a responsibility to come to class prepared.
- I have a right to get help, and a responsibility to ask for it.
- I have a right to learn, and a responsibility to do my best.
- I have a right to excel, and a responsibility to be a good sport.
- I have a right to be heard, and a responsibility to listen to others.
- I have a right to know the rules, and a responsibility to follow them.

## School Calendar 2018-2019

August 14, 2018	First Day of School - Full Day Student Attendance
September 3, 2018	Labor Day - No Student Attendance
October 5, 2018	Madison County Teacher Institute Day - No Student Attendance
October 8, 2018	Columbus Day - No Student Attendance
October 12, 2018	First Quarter Ends - Half Day Teacher Inservice Half Day Attendance (A.M.)
November 12, 2018	Veterans Day Observed - No Student Attendance
Parent Conferences, November 19-21, 2018	
<ul style="list-style-type: none"><li>Monday, November 19 (5:30 p.m. until 8:30 p.m.) Full Day Student Attendance</li><li>Tuesday, November 20 (1:00 p.m. until 7:30 p.m.) No Student Attendance</li><li>Wednesday, November 21 (8:00 a.m. until 12:00 Noon) No Student Attendance</li></ul>	
November 22-23, 2018	Thanksgiving Holiday - No Student Attendance
December 19, 2018	End of First Semester
December 20, 2018- January 1, 2019	Holiday Break - No Student Attendance
January 21, 2019	Martin Luther King, Jr. Holiday - No Student Attendance
February 18, 2019	Presidents Day - No Student Attendance
March 8, 2019	End of Third Quarter
March 22, 2019	District 7 Teacher Institute Day - No Student Attendance
April 15-22, 2019	Spring Break – No Student Attendance
May 20, 2019	Last Day of Student Attendance (If all seven [7] snow days are used, last day for students is May 30, 2019)