

Team Woodridge
Campus Procedures
2016-17

Monday, August 22 will be a great day as we celebrate the first day of school. The tardy bell will ring at 8:20, so please plan on arriving early so students can immediately begin the positive habit of being at school on time every day. Parents may walk their child to class the first day, without getting a visitor's badge in the office. On Tuesday, August 23 students will report to their assigned arrival area (see Arrival to School). Staff will be on duty to make sure they get to the right place. Parents wanting to walk their child to class after the 8:10 bell will need to obtain a visitor's badge in the office.

Back-to-School Parent Orientations will be held Wednesday, Sept. 7th for 1st and 2nd grade and Thursday, Sept. 8th for grades 3-5, both starting at 6:00 in your child's classroom. Valuable information will be shared regarding curriculum, classroom and building routines and procedures, classroom management and other pertinent issues, so please plan to attend. Childcare will be provided for school age students, only.

NEW--Arrival to School

School starts promptly at 8:20 a.m., however you are strongly encouraged to have your child here by 8:10 each day. Students who arrive after 8:20 must stop by the office for a tardy slip.

Students may arrive at school **no earlier than 7:30 a.m.** through the main entrance on Woodridge. The doors on Oakleaf and Larkwood will open at 7:45. Prior to 8:10 a.m. students should report to the following locations:

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| • All 1 st and 2 nd grade students and 5 th grade <u>girls</u> | South Gym |
| • All 3 rd and 4 th grade students and 5 th grade <u>boys</u> | North Gym |
| • Students eating breakfast | Cafeteria |

Students will have the opportunity to "walk and talk" on the track on assigned days, as determined by the staff on duty, from 7:50-8:05 am. Students must report to their assigned gym **before** they are allowed outside. Staff members will be on duty in the gyms and outside by the track.

NEW—Attendance is taken at **9:30** each morning. Students leaving school before 9:30 will be counted absent for the day (except when a medical appointment excuse is provided.) Student. leaving school after 9:30 will be counted present for the day.

NEW—Dismissal from School

Students riding the bus are dismissed at 3:30 p.m. Everyone else will be dismissed at 3:35 p.m. Dismissal procedures (see enclosed map):

- 1st and 2nd grade students are to be picked up on the Larkwood side of the building
- 3rd graders are to be picked up on Woodridge, by the flagpole.
- 4th and 5th grade students are to be picked up on the Oakleaf side of the building

- If you have more than one child at Woodridge or carpool with another family, the older child(ren) should report to the designated pick-up area of the younger child.
- Each student is being issued a name card that must be displayed in the front window of your car at pick-up. This will allow us to load students faster.

Please make note of and follow the signs in the streets and driveways regarding left turns and blocking crosswalks. This is for the safety of the students, parents, staff and visitors.

Remember:

- *Cell phone usage is prohibited in school zones*
- *The main driveway on Woodridge is for BUSES ONLY between the hours of 7:30-8:30 a.m. AND 2:45-3:45 p.m.*

Absences

If your child is absent, please call the office the morning of the absence. When they return to school, please send a note within 2 days explaining the absence and/or a note from a health care provider. If a note is not received the absence will be considered unexcused.

Birthdays and Celebrations

We cannot have birthday parties at school, but parents may send cupcakes, cookies or muffins on their child's birthday for the class to enjoy after your child's scheduled lunch time. Also, party invitations given out should be inclusive of the entire class or not be given out at school. A class count can be obtained from the teacher. We **do not** deliver flowers, gifts, or balloons to classrooms and students may not bring them to school.

***NEW*—Student Cell Phone Usage**

Cell phones and other personal devices are prohibited for student use during the school day (including passing periods, lunch and recess.) Students may bring cell phones on campus, but can only use them for communication purposes before or after school. During school hours, phones must be turned off and stored in backpacks.

Change of Transportation

If there is a change in the way your child is going home, please call the office no later than 3:00 p.m. We cannot guarantee students will get the information if calls come in after this time.

Communication

Communication is very important at Woodridge. We want to know about your child and we want you to be informed about what is happening at school. One way we communicate with parents is through Monday Mail. This newsletter is sent out weekly to inform you of upcoming events and announcements. Another form of communication is through the classroom teachers. They send home newsletters and post important information on their webpages, so make it a point to check their webpage on a regular basis.

Teachers have phones in their classrooms. These phones will not receive calls from outside the campus, so calls to the office can be forwarded to their voicemail. Please check the teachers' websites for their extension. A few things to keep in mind about these phones/extensions:

- Teachers are busy teaching all day and may not be able to return phone calls until school is out for the day.
- If the teacher is absent, he/she may not be able to retrieve the message until they return.

If you have an urgent message that needs to be delivered to your child before the end of the school day, please leave that message with the front office.

Drills and Procedures

We have practice drills (fire, lock-down and inclement weather) on a regular basis, so students and staff will know how to respond in an emergency. Parents and visitors on campus during these drills will be expected to participate. We work with students in advance to ensure they know the procedures and are not surprised or scared.

Early Pick-up

The office is a busy place at the end of the day, so students needing to leave campus early (dr. appointments, etc.) **must be** signed out in the office **no later than 3:15**. After 3:15 students will be released by the regular bell schedule.

Forgotten Items

To protect instructional time from interruptions, please leave all drop-off items for your child (lunches, homework, library books, etc.) in the front office. Deliveries will be made starting at 10:30. If the item is needed before 10:30 the office will call the teacher and ask them to send the student during a non-instructional time.

Leaving campus

Any student needing to leave campus during the school day must be signed out in the office. The office will in turn contact the classroom to have the student dismissed. We do not call students before parents are physically on campus. Parents may not directly pick up students on the playground during recess.

Pets

As an added measure of safety and comfort of our students, pets may not be brought into the school or on school grounds at any time during the school day.

PTO

Woodridge is fortunate to have a strong PTO, dedicated to making a difference for our students. Everyone is encouraged to be involved. For more information visit their website at <http://www.woodridgepto.org>

Raptor Visitor Management System

AHISD utilizes the Raptor system to ensure that registered sexual offenders are not entering our buildings. Upon entering a district building, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. Once the entry is approved, a badge will be printed that identifies the visitor, the date and the purpose of the visit. Your ID will only need to be scanned the first time you visit the campus.

Safety and Security

The **only** door to remain unlocked during the school day will be at the front of the school on Woodridge.

There are large red stop signs on all exterior doors and the security doors in the main entrance, indicating that these doors should not be opened for anyone. Please do not get upset if you try to enter one of these doors and no one will open it for you. Again, this is for the safety of everyone on campus.

Sunscreen

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school. Nothing prohibits a student at this level from applying his or her own sunscreen, if the student is capable of doing so. If the student needs assistance with this application, please address this need with the school nurse. If sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse.

Transportation

Students may only ride on their assigned bus, unless there is an emergency. Please contact the Transportation Department in an emergency situation.

The Woodridge Way

The staff is responsible for teaching and modeling behavior expectations to our students. They are taught the importance of being safe, respectful and responsible in various school settings (classrooms, restrooms, cafeteria, hallways and special areas.) Students exhibiting the Woodridge Way can be recognized with stickers or chosen to represent their class on a weekly basis as a Woodridge Way Ambassador. These ambassadors get to wear a special button to show students and staff they are consistently modeling and exhibiting the Woodridge Way.

Volunteers

Volunteers must complete a Criminal Background Check prior to working with children, whether in the classroom or on field trips. Contact your child's teacher if you would like to volunteer. Our teachers need to begin and end each day in a structured manner, so visitors and volunteers are not allowed in classrooms between 8:10-8:30 and 3:00-3:30.