

**LEWIS ANNA WOODBURY ELEMENTARY SCHOOL
STUDENT HANDBOOK 2016 - 2017**

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Lewis Campus

115 South Oak Avenue, Fort Meade, FL 33841
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Cafeteria: (863) 285-1157 Clinic: (863) 285-1152

Anna Woodbury Campus

610 South Charleston Ave. Fort Meade, FL 33841
Telephone: (863) 285-1133 FAX: (863) 285-1138
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School Hours - Both Campuses:

Breakfast: 7:30 – 7:55 a.m.
Classes begin: 7:55 a.m.
Tardy Bell: 8:00 a.m.
Dismissal: 3:00 p.m.

Early Release Days - Students are dismissed

2½ hours earlier (12:30 PM):
Wed. – Sep. 14 Wed. – Oct. 5
Wed. – Nov. 16 Wed. – Jan. 25
Wed. – Feb. 15 Wed. – Mar. 15
Wed. – May 17

Website: www.law.polk-fl.net

LAW TENTATIVE FAMILY ACTIVITIES 2016-2017

	PARENT/STUDENT EVENTS		PTO MEETINGS	SAC MEETINGS
AUG	11 - Orientation	9:00-11:00 6:00-7:00	5:30 PM Lewis Library	7:30 AM at AW Media Center
SEP	12 - Title 1 / Open House	6:00-7:30	13	20
OCT	3 - Parent Conferences Family Reading Night & 5th 28 – Trunk ‘n Treat	3:30-6:00 6:00-7:00 8:30-10:00	11	18
NOV	7 - Family Math Night & 4th 16 - Great Am Teach-In 17 - Family Feast	6:00-7:00 8:30-12:00 11:00-1:00	8	15
DEC	5 - Polar Express Movie & 3rd 12 - PTO/Perf 1st & Chorus	5:30-7:00 6:00-7:00	13	
JAN	9 - Parent Conferences 9 - Life Science Night - PK	3:30-6:00 6:00-7:00	10	17
FEB	TBA		21	21
MAR	2 - Dr. Seuss Night - K 13 - PTO/Perf 2nd & Chorus	6:00-7:00 6:00-7:00	14	21
APR	29 - Spring Fling	9:00-12:00	11	18
MAY	1 - May Pole Celebration 26 - Memorial Day Program	9:00 9:30-10:30	9	16 - SAC & Volunteer Celebration
JUN	31 - 4th & 5th Grade Awards 31 - 2nd & 3rd Grade Awards 1 - K & 1st Grade Awards 1 - 5th Grade Banquet 1 - Pre-K Awards	9:00-11:00 12:30-2:30 9:00-11:00 12:30-2:30 1:30-2:30	13	

LEWIS ANNA WOODBURY ELEMENTARY
MISSION and VISION STATEMENTS

Committed to EXCELLENCE by providing a high quality education for EVERYONE!

Lewis Anna Woodbury Elementary prepares students with the academic skills, habits of mind, and character traits necessary to perform on or above grade level and be prepared for success in college, career, and as productive citizens in the local and global community.

Lewis AM and PM Procedures

Morning procedures: Kindergarten students will report to a designated Kindergarten room. First, Second and Third grade students will report to the blacktop area between the P.E. Field and the main building and be seated until their teachers pick them up. Students who come for breakfast are to go directly to the cafeteria. *Students are encouraged to visit the media center before school and participate in any before school enrichment programs.*
SUPERVISION IS NOT PROVIDED FOR STUDENTS ON CAMPUS UNTIL 7:30 A.M.

Afternoon procedures:

***Walkers and Bike Riders:** These students should be encouraged by parents to go the most direct route home and not linger along the way. Please make sure your child knows how to get home, where he should go, and what to do in bad weather. For parents who only pick up their children on rainy days, please pick them up at the Oak Ave. pickup. Walkers and bikers are encouraged to stay in the school building until they are picked up or until the weather clears enough to get home safely. Bike riders must follow safety rules walking across intersections and school grounds. Bikes are to be kept in a designated bicycle area. Students are required by law to wear a safety helmet.

***Car pickup after school:** Children who are picked up in cars are assigned to one of two pickup points:

- **Cleveland Avenue:** All kindergarten students plus siblings and any student living on Cleveland or east of Cleveland Ave.
- **Oak Avenue:** First-Third grade students living on Oak or west of Oak Avenue. Traffic will be one way North during the school day.
- **Cars must display their child's tag number. If this tag is missing, adults will be directed to the main office to pick up the student.**

Anna Woodbury AM and PM Procedures

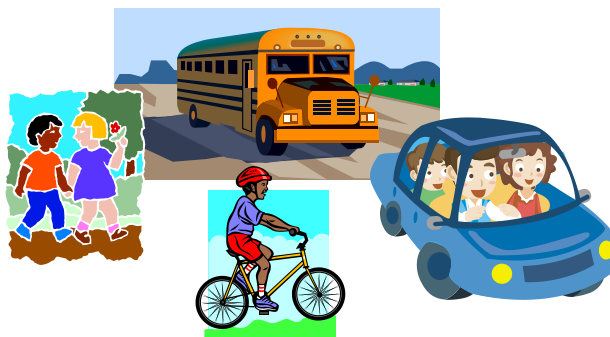
Morning Procedures: 5th grade students will walk the field on odd days and 4th grade students will walk the field on even days. On the days students do not walk the field, students will report to the PE pavilion area. Please note, the field is damp in the morning so students may want to bring an old pair of shoes on their walking day. Students who come for breakfast are to go directly to the cafeteria. – *Students are encouraged to visit the Media Center or Math Lab before school and participate in any before school enrichment programs.* **SUPERVISION IS NOT PROVIDED FOR STUDENTS ON CAMPUS BEFORE 7:30 A.M.**

Afternoon Procedures:

***Walkers and Bike Riders:**

These students should be encouraged by parents to go the most direct route home and not linger along the way. Please make sure your child knows how to get home, where he should go, and what to do in bad weather. Bike riders must follow safety rules walking across intersections and school grounds. Bikes are to be kept in a designated bicycle area. Students are required by law to wear a safety helmet. The school assumes no responsibility for lost or damaged bicycles. Bikes are not to be ridden on the sidewalks around the school at any time.

- **Cars must display their student's tag number. If this tag is missing, adults will be directed to the main office to pick up the student.**



Important Notes on Dismissal – Both Campuses

At the beginning of the school year, please discuss with your child's teacher how you expect him to get home. If there is a change in your standard routine, please send a note to your child's teacher. **If the teacher does not receive a note or an e-mail, the child will be sent home his regular way.** Please make sure you and your child have a plan for rainy days and let the teacher know this plan **in writing**.

Students must be picked up promptly at dismissal time. Supervision after dismissal time is limited to emergencies. In this event, please notify the school office. Students not picked up on time will be sent to the school office to wait.

School Bus Transportation

Bus transportation is provided for students residing at least 2 miles from school. The law gives bus drivers authority to keep order on the bus. The behavior and safety of the student at the bus stop is the parent's responsibility. Bus transportation is a **privilege** and can be revoked due to serious infractions.

Bus Rules:

- Arrive at the bus stop 5 minutes early. Arriving too early may result in mischief.
- Stand off the roadway while waiting.
- The emergency door of the bus must not be tampered with and must not be used for ordinary boarding.
- Arms, head, and other body parts must stay within the bus at all times.
- Cross the road 3 or 4 steps in front of the bus. Wait for the driver's signal before crossing.
- Do not stand up while the bus is in motion.
- The driver is in full charge of the bus and students. Students must obey the driver.
- The driver has the right to assign students certain seats necessary to promote order on the bus.
- No eating, drinking, or chewing gum on the bus. No profanity or vulgar talk on the bus.
- Voices should remain at a conversational level. No yelling or singing.
- Students may ride only the bus to which they are assigned.
- Students not assigned to the bus are not allowed to ride the bus.

If a violation of these rules occurs, the student will be reported by the driver to the school principal who has the authority to suspend the pupil from riding the bus. Parents are expected to transport their child to school if a bus suspension should occur.

Student Checkout/Security Precautions

Parents are requested to make every effort to check students out before or at the end of the period. Please see student's academic schedule for times. Parents are strongly discouraged from taking students out of school for any reason other than illness or emergency. Whenever you need to pick up your child please come to the office. You will be asked to present your photo identification for the safety of your student. Changes in your student's emergency card information can only be made by the enrolling parent should be corrected online or reported to the office immediately.

Visitors

Our door is always open. We welcome our families and interested community members. For the safety and protection of our children, we insist on the following:

- All visitors are required to report to the office with valid picture I.D. upon arrival and sign in.
- A visitor's tag will be distributed and must be worn while visiting.
- As a matter of courtesy, please make an appointment in advance with the teacher so that your visit may be more beneficial.
- Parents must check in to the main office before meeting their child in the cafeteria for lunch. Afterwards, parents **may not** walk their child back to the classroom. Parent(s) will return to the main office for check out and to hand in the visitor's tag.

Absences and Tardies

School attendance is directly related to student achievement. Parents have the responsibility to make

sure that students attend school every day, arrive promptly and remain throughout the scheduled day. All absences are classified excused or unexcused. Excused absences include the following: illness, family funeral, religious holiday or family emergency. Absences for other reasons may be excused if given prior approval by the principal. All other absences are considered unexcused.

- Every effort should be made to schedule medical and dental appointments after school hours or during holidays.
- A parent must send a written note with the reason for absence. Absences without a note will be marked unexcused.
- Students must be signed out from the school office by parent / legal guardian or those authorized on the student emergency card. Anyone, including parents, asking to pick up students will be requested to provide photo identification.
- When a student is absent for reasons other than illness, family funeral, or family emergency, parents are to send in a written request to the principal for approval. Trips with parents must be prearranged and approved by the school to be considered excused. These requests should be sent in at least 48 hours in advance to allow the teacher time to prepare assignments.
- When a student arrives after the tardy bell, the parent must report to the office before the child will be admitted to class.
- Following 5 unexcused absences, the School Board will be notified and parents contacted concerning their child's truancy.
- After 10 absences within 90 days all future absences require a doctor's note to be excused.

Make-Up Work

Students **must** make up work missed due to absences. Students will be given a reasonable length of time to make up work. Students are responsible for contacting teachers for make-up work. Parents are encouraged to request assignments if they know that their child will be out for an extended length of time. Tests will be made up at the teacher's convenience.

Medication

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the

doctor/nurse practitioner, and the medication has been received in an appropriately labeled container.

- You or someone designated by you may come to school and give medication to your child at appropriate time(s).
- You may obtain a copy of the Authorization for Medication form from the school nurse or office. The form must be taken to your child's doctor and completed by him/her. This form must be completed for prescription and over-the-counter drugs and signed by the doctor. Prescription medicines must be brought to school in a pharmacy-labeled bottle that contains instructions for administration. Over-the-counter drugs must be received in the original container labeled with the child's name and will be administered according to the doctor's written instructions.
- You may choose to discuss with your doctor an alternative schedule for administering medication (e.g., outside of school hours).

Health Care

Children benefit from the following health screenings as scheduled by the Polk County Health Department, unless a note is received from the parent or guardian requesting exemption from the service:

- Hearing – Grades K, 1st
 - Vision – Grades K, 1st, 3rd
 - Application of Dental Sealants – Grade 2
- Children from other grades levels will receive these screenings by parent request.

Clinic Notes:

- Band-Aids, etc. are available for emergency treatment at school by our Clinic Aide.
- Students with rash, vomiting, diarrhea, temperature of 100 degrees, or exhibiting any other symptoms of communicable disease **should not** be sent to school.
- Parents will be contacted to pick up students exhibiting symptoms of possible contagion and may be required to have a medical release to return the child to school. Students will return to class if a parent has not picked them up within an hour.

CEO Breakfast and School Lunch Program
ALL students will receive free breakfast and lunch!

- Students bringing a bag lunch may purchase milk or juice.
- Sodas are not allowed in a child's lunch.
- Large bags of chip are not allowed in the cafeteria. Individual servings are permissible if the student has brought their lunch from home.

Student Dress

Lewis Anna Woodbury Elementary will follow the Polk County Uniform and/or Dress Code. Information about specific uniform/dress code policies and student wear is available in the school office and the student agenda. Students should wear **GOLD LAW** shirts on field trip days.

Code of Conduct

Violations of the Student Code of Conduct or Florida law will be dealt with as explained in Polk County's Student Code of Conduct Handbook.

Home-School Communication

Lewis Anna Woodbury Elementary is committed to informing parents of school activities and student progress so that they can be actively involved in their child's education. Students will receive a monthly grade level newsletter, quarterly school newsletter, school messages via text and internet, and comments in student's agenda. Student grades can be accessed through the Parent Portal. Parents **must** meet with child's teacher **at least 2 (two) times** during the year and sign the agenda daily. Please sign and return forms promptly when requested. Your signature indicates you have received and made note of the information.

Parents please contact the teacher and/or office to arrange for parent conferences should you have need at any time. Every effort will be made to meet in a timely manner. Class time cannot be interrupted for unscheduled visits.

Report Cards/Interim Reports

Parents will be notified during a grading period when it is apparent that their child may fail or is doing unsatisfactory work in any course or grade assignment. This notification will be done via student grade report, Interim Report, or an informal teacher report. Interim Reports will be issued at the middle of each grading period; Report Cards will be issued every nine weeks. Parents are urged to schedule

conferences during each grading period even if your child is making satisfactory progress.

Grading Scale: Grades K-5

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- U 0-59

Lewis Anna Woodbury Elementary School
PBS Plan for Students

The purpose of our school-wide PBS plan is to encourage appropriate behavior, create a positive school environment, and improve academic achievement.

Color Behavior Chart:

Student choices are tracked on a color behavior chart in the classroom. All students start on #4 – Green, and can move up or down during the day. Students who maintain positive behavior will be allowed to participate in end of the month activities and other random rewards.

The Lewis Anna Woodbury PAWS Expectations are All Star Lions are:

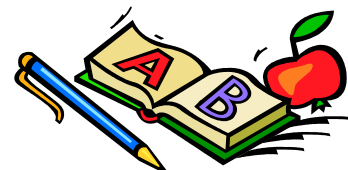
- **P**repared
- **A**ccountable
- **W**illing
- **S**uccessful

Individual Examples:

- Opening the door for others without being told
- Picking up trash without being told
- Keeping student's desk clean

Whole Class Examples:

- Every student waits quietly in line
- Everyone is present (attendance)
- Everyone returns homework
- When whole class makes good choices at special area class



How Parents Can Help Their Child Succeed in School

Parents can help make school a successful experience for their children. Consider the following recommendations to help your child have a good school year:

- Start each school day right. A **calm beginning** at home makes the school day better.
- Be sure that your child gets **at least 8 hours of sleep** and time for a **good breakfast**. A child cannot concentrate on what the teacher is trying to teach if he/she is tired or hungry.
- **Praise your child** each day for something he/she did. Have a special place to display work or other papers the child brings home from school.
- **Encourage your child to think of school as exciting and important.** Attitudes developed during the elementary school years will set the tone for your child's entire school experience.
- **Listen** attentively to your child as he/she talks about school experiences.
- Keep the **lines of communication open** between you and your child's teacher. Inform the teacher of any family situations, which could affect your child's behavior or performance.
- **Do not compare** your child's progress with that of brothers and sisters or other children. Each child's abilities are different and each has different strengths and weaknesses.
- Provide your child with **many books** and pictures and a **happy home environment**.
- **Help your child build confidence** in his/her school and teacher.
- **Show an interest in school** through visiting and participating in PTO and School Advisory Council (SAC) activities.
- See that your child **attends school regularly** and **arrives on time** each day.

Awards

Awards programs are held at the end of each nine weeks and end-of-year awards in June. Quarterly awards include:

- Good Citizen given to students who receive all E's
- Super Citizen
- Academics by making the A, AB Honor Roll

- Principal's Award for bringing up a subject 2 letter grades during the 9-week period.
- Most Improved Academics
- Perfect Attendance

School Parties

Grades K-5 will be limited to two (2) parties a year-Winter Break and End of Year. One (1) small birthday celebration may be held each month at teacher discretion.

Volunteers

Volunteers are needed daily to enhance and enrich our students' educational experience. Volunteers may serve on campus i.e. a half hour, a period, an hour, a day, or an activity. Also, volunteers may serve from home. **All volunteers must complete an application to be approved by the Polk County School Board before assisting at school or with school activities such as field trips.** Discounted field trip rates, if available, are only for approved volunteers serving as chaperones. Once your application is approved, it is not necessary to reapply each year. Any change in name or address should be updated through the Volunteer Coordinator at the school.

Equity Statement

If you require any type of accommodation for an event sponsored by the Polk County School District, accommodation requests must be made at least 72 hours in advance of the event. To arrange accommodations, contact the school or department sponsoring the event. For assistance, contact the Office of Equity & Compliance in Human Resource Services at 863-534-0513. If you are hearing or speech impaired, please contact the agency by calling Florida Relay Service at 1-800-955-8771.



**Thank you for partnering with us
to help your child have a successful
and positive school experience!**