



Woodland Presbyterian School
Parent and Student Handbook 2009-2010

Table of Contents

Activity Requirements – Middle School	33	Lost and Found	42
Admissions	33	Lunch	42
After School Care (ASC) and Homework Room	33	Make-up Work	43
Athletics	34	Messages	43
Attendance	34	Office Hours	43
Awards Day	35	Parent Involvement	43
Breakthrough	35	Parties-Private	43
Calendar – Major Dates	55	Payment Guidelines	44
Calendar – Monthly	57	Physical Education	44
Carpool Map	50	Promotion	44
Change of Address	35	Re-enrollment	45
Chapel	35	Report Cards	45
Class Orientation for Parents	35	Report Periods	54
Communication	36	Scholars	45
Counseling Department	36	School Closing	45
Dances – Middle School	37	School Hours	45
Deliveries from Off Campus	37	School Nurse Policies	51
Discipline	37	Security	46
Dress Code for All Grades	38	Service	46
Field Trips	39	Spark	46
Financial Aid	39	Student Insurance	46
First Day of School	39	Student Records	47
Grading System	39	Teacher Conferences	47
Harassment	40	Telephone	47
Health Needs	40	Textbooks	47
Health Record	40	Traffic on Campus	48
Homework	40	Woodland Annual Fund	49
Honor Commitment	41		
Inclement Weather Policy	41		
Items Not Needed at School	41		
Library/Media Center	42		

Parent & Student Handbook

ACTIVITY REQUIREMENTS - MIDDLE SCHOOL

All students are encouraged to participate in extra-curricular activities. The following minimum standards have been established to determine eligibility for middle school students to be eligible to participate in athletics and student activities. Students must have:

- An overall average of 70% (C-) in the core subjects. 7th and 8th grade core subjects are Pre-Latin/Latin, math/pre-algebra/algebra, history/geography, English, and science (for sixth graders, add Language Arts and French; omit Latin).
- A passing (65 or higher) average in a minimum of four of the five core subjects
- Attended school a minimum of three hours or have administrative approval on the day of the extra-curricular activity

Extra-curricular participation status is reassessed on a regular basis. Each individual case is evaluated with effort, attitude, and cooperation considered with input from teachers, sponsors and/or coaches. Final decision rests with the administration.

ADMISSIONS

Admission to Woodland Presbyterian School will be based on a personal interview with the applicant and one or both parents, an application, previous school or pre-school records, teacher recommendations, and testing. Students must be able to succeed within this academic environment. We seek students and families who will be able to thrive in and take advantage of the focused environment of the school.

The recruitment program of the school has two basic functions: to increase public awareness of the school's existence and programs and to attract as many qualified applicants as possible.

Woodland Presbyterian School seeks to enroll students of all races, colors, national and ethnic origins and economic backgrounds. The school does not discriminate on the basis of race, color, national origin or financial status. Every effort will be made to provide partial scholarships to qualified applicants who are unable to pay full tuition. The school shall continually seek funding from donors for the endowment of additional scholarships.

The minimum age for students entering WPS is based on the child's age as of August 1st. After receipt of the completed application, prior school records, birth certificate, immunization record, and, if applicable, standardized test results, the Admissions Committee will review the application to determine if WPS can best serve the student's educational needs. Candidates who are accepted are requested to complete and return the school contract and appropriate fee to the school by the specified date. The school will reserve a place for the accepted candidate until that date, but cannot guarantee a place after that time.

AFTER SCHOOL CARE (ASC) and HOMEWORK PROGRAM

After School Care (ASC) is available each day from the time of dismissal until 6:00 p.m. Following the regular school calendar, ASC is available on specified half days, but not on full school holidays or on days that school does not meet due to inclement weather (see ASC directors for information about additional care options available during some school holidays and breaks).

There is a small registration fee for each ASC family. Billing is on a monthly basis. Students who are not picked up at regular carpool by 3:20 (3:05 p.m. for grades PK, JK, and SK) will be escorted to ASC and parents will be charged accordingly. A late charge is applied for children who are picked up after 6:00 p.m.

Students are escorted to ASC as school is dismissed. Parents must sign children out with ASC personnel at time of pick up. If someone other than a parent is to pick up a child, prior notification must be given to the school office. ASC activities include a snack, indoor and outdoor play, and homework time for students in grades 1 through 8.

Woodland also offers an after-school **Homework Program** for grades two through eight. The program provides a quiet and structured environment where students complete homework under close supervision of a licensed teacher. Classes begin the second week of school and take place Monday through Thursday. Space in homework rooms is limited. Contact the After School Care Director for fee information and registration forms. The After School Care office can be reached at 825-0588 Monday through Friday from 2:00 p.m. to 6:00 p.m.

Also available through ASC, the "Etc." program offers a variety of extracurricular activities such as dance, chess, piano, and other areas of interest. These vary depending on interest level and time of year.

ATHLETICS

Woodland offers many athletic opportunities for grades 6, 7 and 8 through the Shelby 7/8 League. Fall sports include cross country, golf, girls' volleyball, girls' soccer, and football (5th graders are also eligible for football). Girls' and boys' basketball is the winter sport, and spring sports are track, tennis, and boys' soccer. Woodland's Athletics program has expanded its football program to include a 5th and 6th grade team. All these teams are competitive and some of them require a try-out to participate. Basketball cheerleading is available to any girl in grades 6 through 8. All athletes are required to provide a Pre-Participation Medical evaluation form signed by a physician and a parental release form before they may participate in the athletic program.

ATTENDANCE

Woodland requires that parents call the school office when a student is absent. A student must bring a note from home to his homeroom teacher explaining his/her absence on the day he/she returns to school.

Regular attendance is essential to academic success in school. Parents should plan family trips during regularly scheduled school holidays. Prior approval of the Headmaster or the Assistant Head of School is required for extended excused absences that are not health related.

A student must remain in school until 2:00 p.m. to receive credit for a full day's attendance. A student must be in school for a minimum of three hours in to receive credit for a half day's attendance. A student must be present for a minimum of three hours or have administrative approval in order to participate in athletics, special events, or practices that day.

If a student needs to be dismissed early, his parent should send a note to his teacher prior to the early dismissal.

Students in grades 1-8 are considered tardy after 8:00. Students in PK - SK are tardy after 8:15. Students who arrive late must report to the office before being admitted to class. Tardies caused by medical and

dental appointments will not count against a student. However, wisdom suggests that such appointments should be scheduled, if at all possible, after school hours. Chronic tardiness can negatively impact your child's success in school. Demerits will be used for unexcused tardies in 7th and 8th grades.

A student should not be absent more than 30 days to be considered for promotion. The Headmaster may make exceptions due to extenuating circumstances.

AWARDS DAY

Certificates are awarded on Awards Day to students in second through eighth grades who earn an A- or higher (Headmaster Scholar) or a B- or higher (Woodland Scholar) in every academic subject every nine week period, including the end of year average. In order for a student in grades two through eight to qualify for either certificate, his or her special subject (P.E., Bible, art, music, and computer) and conduct grade averages must be at least an S.

BREAKTHROUGH

The Woodland Breakthrough program offers support for students in grades one through eight with an average IQ and a diagnosed learning disability.

The Lower School Breakthrough Program is a pullout program designed to meet the individual needs of students who have been diagnosed with a learning disability. Focusing on reading, a specially trained teacher works both individually and in small groups in the Breakthrough classroom, as well as provides support to students in their regular classroom to help them achieve academic success.

The Middle School Breakthrough Program is a support program for students with average and above average intellectual ability who have learning difficulties that interfere with progress in the classroom. The Breakthrough teacher provides guidance and assistance to the student and to his/her teachers in implementing accommodations that make it possible for the student to exhibit his/her knowledge and abilities in the classroom. The Breakthrough teacher guides the students in practicing a variety of study and test-taking skills using multi-sensory techniques and in making educated choices of strategies appropriate to the material to be mastered and to the student's learning styles.

CHANGE OF ADDRESS

Please notify the school office concerning address, phone number, and e-mail changes. Timely notification of change in home address, phone number, work number, e-mail, or emergency contacts is very important for school communication and security.

CHAPEL

In an effort to promote spiritual growth, students in grades 1-8 are required to attend Chapel. Chapel is held in the Woodland Church sanctuary several times per week.

CLASS ORIENTATION FOR PARENTS

During the first two weeks of school, a class meeting is scheduled for parents of students in grades one through five. This meeting is led by the classroom teacher and is an opportunity for parents to receive

information regarding the school year. Parents are notified of this meeting via the Headline News and school website. Middle School Parents' Night is held within the first few weeks of school.

COMMUNICATION

Good communication is extremely important to the success of your children. The administration, faculty and staff will communicate with parents in a variety of ways—primarily through the school website, email, and through the weekly school calendar, the Headline News. Parents, including middle school parents, should also make a habit of regularly checking their children's backpacks for notes or forms sent home.

Parents are strongly encouraged to use email to share information or arrange a time to visit with their student's teacher. It is helpful to include in the email message some possible times to talk on the phone or meet.

Woodland School publishes faculty telephone numbers with the expectation that parents will only contact parents at home in case of critical need.

The weekly Headline News lists upcoming school events, including sports, field trips, assemblies, faculty birthdays and general announcements. It is emailed to parents each Tuesday and is also posted on the school website. Any parent who has something to add to the News should submit it via email to the office no later than Friday morning before the Tuesday it will be distributed. All News items must be approved by the Headmaster.

Teachers in grades one through five send home all of a student's completed work from the previous week each Tuesday. Comments to or from parents or teachers may be noted on Tuesday papers as well as in the student's assignment pad.

For 6th, 7th and 8th grade students, hard copy correspondence between home and school goes home on Tuesday. All weekly calendars, flyers, etc. will be posted on the school website. Graded papers are returned to the students.

COUNSELING DEPARTMENT

Woodland has a comprehensive developmental counseling program that is both pro-active and reactive in design. The school counselor is a specialist who assists students with their educational and social development. Woodland's counselor will provide services as a consultant, coordinator, and counselor. Counseling services are delivered in the following three ways: individual counseling, classroom guidance, and student screenings. All Woodland students who are referred by a teacher, administrator, their parent(s), or refer themselves for counseling services will be seen by the school counselor. The school counselor will also make regular visits to every classroom to conduct classroom observations during the school year.

Reporting Suspected Child Abuse or Neglect:

All Woodland employees are mandated by Tennessee law to report suspected child abuse or neglect TCA-37-1-403(a). Woodland employees have the right to make anonymous reports to Child Protective Services and are under no obligation to inform school administration or parents when a report has been made. Failure by a school employee to report suspected child abuse or neglect is a class A misdemeanor. (Tennessee Department of Children's Services, Division of Child Safety <http://reportabuse.state.tn.us/>)

DANCES - MIDDLE SCHOOL

Only students in Grades 6 - 8 may be invited. Students from other schools may attend only as guests of a Woodland student. All guests' names must be submitted to the teachers at the check-in table before entering the dance.

The following guidelines apply to dances sponsored by the school:

- All regular school rules remain in effect.
- Once a student arrives at the dance, he/she may not go outside for any reason.
- Students may not linger outside or in cars before or after the dance.
- Students and guests are expected to follow regular school rules and maintain a high level of courtesy and modesty.
- Dance hours are will vary.
- Limousines are not permitted.

DELIVERIES FROM OFF CAMPUS

Flowers, balloons, or special gifts sent to a student at school are held in the office until 2:30, at which time the student is called to the office to receive them.

DISCIPLINE

Conduct – All School

Woodland operates under guiding Christian principles of respect for oneself and others. Woodland requires that students live up to high standards of honor, industry, and obedience. Courtesy and respect toward teachers and fellow students are expected at all times. For this reason, Woodland reserves the right to exclude from school any student whose presence is detrimental to the best interests of either the student or the school. Expulsion may occur, if the behavior warrants, as determined by the Administration, even though there has been no previous suspension. It is impossible to list all of the behaviors which may be deemed unacceptable. The following are major categories important to the school.

- Students will not show willful defiance of authority.
- Use of crude, sexual, or offensive language or possession of such materials is strictly forbidden.
- Either possession or use of tobacco, alcohol, weapons, or illegal substances is a serious breach of school policy and may result in suspension or expulsion.
- Students are not to act aggressively or violently toward others.

Suspensions may be “in-school” or “out-of-school.” An in-school suspension means the student is assigned a room at the school in which to spend the day completing academic assignments. The student may not participate in any school events or activities, including athletics, on the day(s) of the suspension. The student will receive a grade of zero for homework and classwork assignments completed but will be allowed to take and/or make up quizzes and major tests for full credit. An out-of-school suspension requires the parent to be in charge of the student or make arrangements for the student’s care. Students suspended away from school may make up quizzes and major tests missed during the suspension period but will receive a grade of zero for homework and classwork assignments.

Suspensions are given to demonstrate the seriousness of the offense and to provide the student and family with the opportunity to consider the behavior necessary to succeed at Woodland.

Middle School Discipline System

In addition to the general conduct policies above, there is in place a middle school discipline system for seventh and eighth grade students. Details of the discipline system are outlined in the **Middle School Parents' Guide** and students are accountable for their behavior in accordance with the policies outlined there.

DRESS CODE FOR ALL GRADES

Early Childhood (PK and JK only)

Students in grades pre-kindergarten and junior kindergarten are to dress within the broad guidelines of a neat and clean appearance in clothing and shoes that are appropriate for school and play.

Tennis shoes or other closed toe shoes are strongly recommended for early childhood students for safety reasons.

The only required uniform purchase for students in grades pre-kindergarten and junior kindergarten is the maize-colored polo shirt from Lands' End to wear on all off-campus field trips.

Additional uniform policies for grades SK-8 are as follows:

SK, Lower and Middle School - Boys and Girls

- All uniforms must be purchased from Lands' End and must be on the school's approved list.
- All polo shirts must be marked with the school logo.
- Clothing must not be torn or frayed.
- Belts must be worn with pants or shorts with belt loops.
- Shoes must be conservative in style and color. They are to be low quarter and low heel, closed toe, and closed heel. Tennis shoes and oxfords are acceptable. No boots, sandals, crocs, or shoes with wheels are allowed.
- Socks are mandatory, must be blue, black, or white, and must be visible at all times.
- Non-uniform outerwear (jackets, sweatshirts, etc.) may not be worn in the school building during the school day.
- Clothing or accessories, including all outerwear, that advertise subjects inappropriate for school may not be worn.
- Shirts or tops may not have writing, with the exception of the school logo where required or permitted.
- All undershirts must be white. Writing on shirts must not be visible through shirt.
- The Dress Code remains in force during the school day while students are on campus. The Director of After School Care may relax the Dress Code at her discretion.

For Girls

- Tops clearly designed to be worn outside the skirt or pants may be un-tucked; others must be tucked with belt or waistband showing.
- Tights may be footed or footless and may be worn in only solid black, blue, or white.

- No leggings may be worn.
- Length of skirts and skorts must be no shorter than 3 inches above knee.

For Boys

- Hair must be neatly combed, out of the eyes, and off the collar.
- Boys’ pants are to be worn securely around their waists.
- Boys may not wear earrings, necklaces, or bracelets.
- Shirts must be tucked, with belt or waistband showing.

Woodland School Administration reserves the right to modify the dress code as needed.

FIELD TRIPS

Field trips are an integral part of the educational process. The teacher, with the Assistant Head’s approval, will select field trips for the class and make arrangements for parent drivers. Each child must wear an individual seat belt, as required by the Tennessee Seat Belt law and the Child Passenger Law. Lower school students may not ride in the front seat. Parents who provide transportation must have on file in the school office a signed Field Trip Driver’s Form before children will be allowed to ride with them. Parents who provide transportation and accompany the children on these trips must not bring younger siblings. The primary responsibility of parents on field trips is to stay with the students in their care during the field trip. Uniforms will be required for field trips unless teacher notification indicates otherwise. Children not dressed appropriately may not attend field trips. Each student is expected to participate in all field trips including outdoor education. If a student’s behavior is a cause for concern, parents will be requested to attend the trip with their student.

FINANCIAL AID

Woodland’s financial assistance program provides need-based aid to assist families who cannot meet the full cost of tuition. No discrimination is made because of race, color, or national or ethnic origin. Currently enrolled families receive priority in receiving aid. New applicants must meet admission requirements prior to being considered for financial assistance. Parents must apply for aid through Financial Aid for School Tuition (FAST). Information can be found by visiting our website at www.woodlandschool.org and clicking on the “FAST” button on the home page. The amount a family is expected to pay is determined by financial need and availability of funds. Families must apply by February 15 annually for financial aid. Contact Woodland’s Business Office for more information.

FIRST DAY OF SCHOOL

On the first day of school all students should report to their respective classrooms. A list of students' names is posted by their classroom doors. Class lists and room assignments are in the office.

GRADING SYSTEM

98 – 100 A+	87 – 89 B+	77 – 79 C+	68 – 69 D+
93 – 97 A	83 – 86 B	73 – 76 C	65 – 67 D
90 – 92 A-	80 – 82 B-	70 – 72 C-	64 – below F

Woodland students in the lower school will receive grades E, G, S, N, or U in conduct and in special subject areas, including Bible, art, music, computer, physical education, and foreign languages. Attentiveness, respect, participation, classroom citizenship, and compliance with teacher direction will determine marks in special subjects for children in grades one through five. Questions concerning these grades should be addressed directly to the special subject teachers.

Woodland students in the middle school will receive grade E, G, S, N, or U in conduct and in special classes that meet only once a week.

Students in first grade receive grades of E, G, S, N, and U in all subject areas.

HARASSMENT

Any form of harassment, including repeated teasing, hazing, and sexual harassment is unacceptable and absolutely prohibited. Prompt disciplinary action will be taken. Sexual harassment may include any unwelcome action, which is sexual in content or implication. All students are expected to refrain from any behavior or conduct, which could be interpreted as harassment toward any other student or member of the Woodland community. Any student who feels that he or she has been the victim of harassment, or his/her parent or guardian, should notify the Administration immediately and a committee will be appointed to investigate. If cause is found, the disciplinary process will be initiated.

HEALTH NEEDS

Please see the School Nurse Policies and Procedures in this handbook for policies regarding common health-related issues. Questions regarding any health-related issues may be directed to the school nurse.

HEALTH RECORD

The Tennessee State Department of Health requires that we have on file an up-to-date health record for each child. For newcomers, this information must be provided by the first day of school. Your child's physician will know which immunizations are necessary. A student may not attend school if a current immunization record is not on file.

HOMEWORK

In insisting that the important responsibility of homework be met completely, Woodland establishes patterns of behavior and attitude that will serve students well as they continue their education. All students are required to record homework assignments in their assignment pads. The following times are general guidelines for each grade's homework load:

PK, JK, SK: NONE	Grades 3 – 4: 45 minutes	Grades 7 – 8: 120 minutes
Grades 1 – 2: 30 minutes	Grades 5 – 6: 75 minutes	

For absent students, teachers send assignments and books to specially marked cabinets across from the art room by 3:00 each day. The assignments are available for pick up as long as the building remains open. Homework assignments cannot be read over the telephone. Homework assignments are posted on the school website.

Written homework assignments may not be completed in early room, on break, or in homeroom.

A middle school test calendar is posted near the middle school classrooms. Major tests for seventh and eighth grades are posted on this calendar as soon as possible.

HONOR COMMITMENT

Woodland School believes that a solid academic preparation is of little value without a learned and practiced sense of honor and integrity. Students in all grades make a commitment to tell the truth always; do and take credit for only their own work; work and play fairly with their peers; and take nothing that does not belong to them. Woodland students do not tolerate dishonesty in themselves or in others. Middle school students sign an honor pledge at the beginning of the school year, and renew their commitment with the words, "I pledge," on all quizzes, tests, and exams.

INCLEMENT WEATHER POLICY

Woodland Presbyterian School may close due to inclement weather or hazardous driving conditions. WPS follows the Memphis City Schools' closing policy for inclement weather **at the start of the school day**. In most cases, local television channels will be notified if Woodland is closed in time for the 6:00 a.m. news.

If inclement weather develops **after the school day is in session**, Woodland administration will make a determination regarding school closing based on the most up-to-date, official forecasts. A notice of the closing and dismissal time will be posted on the school website and/or an email will be sent to parents if it is decided to close during the school day.

If school is dismissed during the school day, please pick your child up at his normal dismissal point at the announced time. School personnel will remain on campus until all students are picked up, but parents should be sensitive to the need for school staff to travel safely home as well by picking your child up as soon as possible.

In the event of a school closure, any tests, projects, or assignments with an assigned date for the day or days missed will be due on the first day back at school. If school closes during the day, students in upper grades are advised to take their books home in case of a multi-day school closure. They should check the school website and email for possible homework assignments. If the school closure is known ahead of time, students should bring home all books.

Whether school is closed for the full day or is closed during the day, all after school-related activities are canceled (After School Care, athletics, drama, meeting, etc.).

Parents are always asked to use their own discretion regarding travel in their own areas, even if school is not closed. Absences of students who cannot come to school due to unsafe driving conditions will be excused.

ITEMS NOT NEEDED AT SCHOOL

Keep toys, candy, gum, and sports equipment at home unless requested by a teacher for educational purposes. Students are not to bring toys, animals, knives or weapons of any kind, matches, lighters, toothpicks, tapes, radios (including Walkmans), laser pointers, CDs or CD players, I-Pods, MP3 players, DVD players, video games, large sums of money, beepers, or other extraneous items to school, unless they

have permission from a teacher to do so. If such items appear at school, they will be confiscated, and returned only to a parent or guardian.

LIBRARY/MEDIA CENTER

Our media center at Woodland Presbyterian School is the T. Carroll Smith Library. Students in grades one through five come to the library with their class on a regularly scheduled basis. The library is open to middle school students each day and is used throughout the year for research and various school projects. Students in all grades may have access to the library and its materials at other times for individual research or returning books.

Kindergarten classes come to the library weekly for story time. Beginning in February, the senior kindergarten students are allowed to check out one book per week. The check-out period depends upon the grade. Books may be renewed one time at the discretion of the librarian.

Reference books may be checked out on an overnight basis. They must be checked in the following day.

All library materials are due two weeks before the end of school.

The student responsible for lost and damaged library materials must reimburse the library at replacement costs plus a \$2.00 processing fee. Parents will be billed for lost or damaged books.

The Library Birthday Club welcomes gifts with which we may purchase a book in honor of your child on his/her birthday. A book may also be donated in honor of a child's teacher, in memory of a loved one, for a Grandparent or any special occasion.

LOST AND FOUND

Lost and Found is located in the gym area. **Please put your child's name on everything brought or worn to school.** Because of space limitations, all lost and found items are given to charity periodically.

LUNCH

Woodland's lunch program is designed to provide healthy food choices for its students. There are five options for purchasing lunch at school: yearly, semester, or monthly meal plans, the monthly or semester Wednesday only pizza plan, and the semester or yearly drink only plan. Students may bring their lunches from home, but they must either bring a drink daily or purchase a drink only plan, as there are no cash purchases in the cafeteria. Because our catering company must place food orders two weeks in advance, parents must order monthly meals by the 20th of the prior month. Menus are sent home to help parents decide if they wish to purchase lunch for their child for that month. Students will make their food selection at the serving line. All plans are prepaid. Students may not "charge" lunch.

Students who bring their lunches are strongly encouraged to bring healthy food items. In keeping with Woodland's commitment to helping students develop healthy eating habits, and in fairness to other students, *lunches from outside sources such as fast food restaurants may be brought only on special occasions.* Details and menus are available at registration.

MAKE-UP WORK

All academic work missed during absence from school must be made up as soon as possible. A student who is absent due to illness, death in the family, school related activities, or emergencies has two days for each day missed to complete missed work. Example: A student absent on Monday must complete make-up work by the start of the day Thursday. A student absent for personal reasons has one day for each day missed to make up work. Example: A student absent on Monday and Tuesday must have make-up work completed by the start of the day Friday.

Excused absences do not excuse students from making up missed assignments. A student electing to make up work before the deadline shall note this on their paper and sign the paper.

Teachers may use their own discretion as to whether the work is made up before, during, or after school. It is the student's responsibility to contact the teacher for missed work on days when he/she is tardy or absent.

MESSAGES

The office staff only delivers messages to students after 2:00 p.m. This policy limits the number of classroom interruptions. If your child should leave an essential item at home, bring that item to the office, not the classroom, and the office staff will see that he/she gets it.

OFFICE HOURS

The school office is open Monday through Friday from 7:30 to 4:00. Appointments with school staff are recommended.

PARENT INVOLVEMENT

Parent involvement is an essential part of the educational experience at WPS. The school encourages parents to participate in their students' classrooms and activities. We want to see everyone involved! It means so much to the faculty and students.

Parents are always invited to attend chapel. A classroom visitation must be scheduled with the teacher, and should ordinarily be limited to about thirty minutes. Teachers will not be available for a conference during such visits. Individual parent-teacher conferences may be arranged by appointment. Parents shall refrain from unscheduled visits to the child's classroom.

Teachers always need volunteers for their classrooms. If you are able to donate some time, please contact your child's teacher. **Whenever visiting the school during regular school hours, the parent is to check in at the school office and receive a visitor's nametag.**

PARTIES - PRIVATE

The following procedures are required for out-of-school parties:

- Invitations may not be passed out at school.
- If a large portion of the class is to be invited to a party, all classmates should be invited.
- Children should refrain from discussing parties at school if all classmates did not or will not attend.

PAYMENT GUIDELINES

A REGISTRATION FEE is required for new students entering Woodland. This fee is to be paid at the time the signed contract is returned and is non-refundable. Registration fees are not discounted for multiple children.

A DEPOSIT is required to hold a position for the upcoming school year. The deposit is to be paid at the time the signed contract is returned for the upcoming year for both new and returning students. This fee is non-refundable.

TUITION is payable annually, semi-annually or through a monthly automatic bank draft. The deposit originally placed to hold a position for the upcoming school year is deducted from tuition owed.

Invoices for AfterSchool Care, Homework Room, and other activities will be mailed monthly. If you would prefer to have the invoice e-mailed, please notify the Business Office. Statements will be sent out for delinquent accounts, and LATE FEES will be assessed on any payment not received by the due date specified on the invoice. If an account is delinquent over thirty (30) days, an additional late fee will be assessed on each statement that reflects the delinquent amount. **Student report cards and transcripts will be held on any delinquent accounts.**

PHYSICAL EDUCATION

All Students in pre-kindergarten through eighth grade participate in physical education. All students are expected to participate unless they have a note from home explaining illness or injury. Middle school P.E. grades will be based on participation, dressing out, attitude, effort, and test grades. Attentiveness, respect, participation, classroom citizenship, and compliance with teacher direction will determine P.E. marks for children in grades one through five.

Students in grades six, seven and eight are required to purchase one P.E. uniform consisting of a T-shirt and gym shorts with the Woodland logo. Additional shirts and shorts are available. It is practical to buy two sets so one can be cleaned while the other is in use.

All students in grades one through eight are required to wear white socks and laced tennis shoes to P.E. Students in PK, JK, and SK should wear tennis shoes with either laces or Velcro.

PROMOTION

Students in grades pre-kindergarten through sixth are promoted if, in the judgment of their teacher(s), satisfactory academic, social, and behavioral progress has been made in a manner that would predict success in the following grade. Minimum attendance required for promotion is 145 days. In borderline cases of attendance and academic progress, promotion may be granted upon completion of additional summer preparation (summer school or tutoring). The decision to retain a student is made by the teacher in consultation with the Assistant Head of School and the Headmaster.

Seventh and eighth grade students are promoted on the same basis as those in lower grades, with the additional requirement that students earning failing marks in two major subjects (math, English, Latin, science, social studies) for the year will not be promoted unless a passing mark is earned in one of the subjects in an approved summer school program.

RE-ENROLLMENT

Students are expected to meet the academic and behavior standards of the school. The parents and the student agree to accept the rules, regulations, and procedures of the school now in effect or as they may be amended when the school deems necessary. Re-enrollment is reserved for students who have shown good work, effort, and appropriate attitude.

REPORT CARDS

Report cards are sent home on a quarterly basis with your child in grades one through eight. The copy of the report card is yours to keep. Final report cards may be held by the school office if there is an outstanding debt to the Business Office.

SCHOLARS

In order to encourage our students to reach for excellence throughout the school year and to recognize outstanding performance, scholars are recognized in the following ways. At the end of each quarter, students who earn an A- or higher in every academic subject will receive a Headmaster Scholar ribbon. Students who earn a B- or higher in every academic subject will receive a Woodland Scholar ribbon. In order to qualify for the quarterly Headmaster or Woodland Scholar ribbons, students must also receive an S or higher in all special subjects and conduct grades.

Certificates are awarded on Awards Day to students in second through eighth grade who earn an A- or higher (Headmaster Scholar) or a B- or higher (Woodland Scholar) in every academic subject every nine week period, including the end of year average. In order for a student in grades two through eight to qualify for either certificate, his or her special subject (P.E., Bible, art, music, and computer) and conduct grade averages must be at least an S.

SCHOOL CLOSING

See Inclement Weather Policy.

SCHOOL HOURS

Official school hours are as follows: Pre-kindergarten	8:15 - 11:45
Jr. and Sr. Kindergarten	8:15 - 2:45
Grades 1 – 8	8:00 - 3:00

- Students may not enter the building prior to 7:30 a.m.
- Early Room is provided in the Haygood Center Gym beginning at 7:30 a.m. for students in grades 1-8.
- All students should be in Early Room until 7:50 a.m. unless they have permission from a teacher.
- Preschool children will be supervised from 7:30 until 8:15 in the foyer at Point B.

Woodland assumes responsibility for supervising children from 7:30 until 3:20 (3:05 for PK, JK, and SK). For their safety, students who remain on campus after 3:20 (3:05 for PK, JK, and SK) will be added to our After School Care program and parents charged accordingly.

SECURITY

Doors remain locked during the school day and admission to the building is via the main school entrance. Parents, students, and school visitors are asked not to enter the building via the church entrance. **During the school day**, all visitors must enter through the school entrance, sign in at the school office and get a **Visitor Pass** whenever they enter the school areas. This includes parents who come to have lunch with their children in their classrooms or the Fellowship Hall. Exceptions are class plays held in the Fellowship Hall and athletic contests held in the Haygood Center. Anyone not employed by the church or school observed to be in the school areas without a visitor pass will be asked to go to the school office and get a visitor pass.

After school (between 4:00 and 6:00 p.m.), entry to the building is via the gym entrance and access is controlled by the After School Care attendant stationed inside the door. Parents are required to stop at this desk and students are brought to them from After School Care by ASC staff.

The gates controlling traffic to Points B and A, going behind the Haygood Activities Center and by the large playground to the south, will be closed during the hours of 8:45 a.m. – 2:15 p.m. daily. This provides safer passage to the playground from the classrooms. **NOTE: Please do not park between those two gates if you will need to leave during these hours.**

SERVICE

Unselfish service given to one's school and one's community is both a privilege and a responsibility. All students are encouraged and expected to seek ways in which they might serve others each school year. Every year each class is encouraged to have at least one service project that meets the needs of others.

SOCIAL NETWORKING

Woodland Presbyterian School respects the use of online social networking sites to students who use these sites as a means of communicating with friends. Nonetheless, students must understand the public nature of these sites, and the responsibility and accountability that they, as site manager, must assume. They also must understand that their names and sites are linked with Woodland Presbyterian School, and as a result, the school may monitor the content of these sites because of the impact this can have on school accountability, public image, and student safety. Inappropriate use of such sites could result in school discipline.

SPARK

SpARK (Special Abilities Reaching for Knowledge) is Woodland's gifted program and serves the needs of students with high ability. These children are identified by the criteria of IQ, standardized test results, grades, and teacher recommendation. SpARK is a pullout program where students leave their classrooms once a week for approximately two hours to receive specific instruction in critical thinking, creative problem solving, and research skills from teacher-created enrichment curricula. Students accumulate a portfolio of work and are evaluated after each semester.

STUDENT INSURANCE

Individual student accident insurance is provided to Woodland students at the school's expense. For more information about accident insurance, contact the Business Office.

STUDENT RECORDS

Woodland Presbyterian School policy stipulates that records may be sent to other schools or released to individuals only with the written permission of the parent or legal guardian. This policy is designed to safeguard the privacy of every student. While not mandated by law, many independent schools share a similar policy and support this position of parental control over student records. We will do all in our power to expedite delivery of records when they are requested. Woodland School will release records only of those students whose financial accounts are in good order with the Business Office.

TEACHER CONFERENCES

Communication between parent and teacher is essential to the success of your child. However, a discussion in which one party is distracted or unprepared is worse than no discussion at all. For that reason, we have the following guidelines and suggestions for parent/teacher communication:

Parents are to schedule all face-to-face conferences with teachers in advance. When possible, a parent should alert a teacher that the two need to talk by emailing the teacher or leaving a message with the school office. Please be sure the message contains the hours during which the parent will be available.

As instruction time is limited and precious, a class in progress should not be interrupted except in case of emergency. Visitors should not go to classrooms without having obtained a visitor pass from the office. Children must always be checked out through the school office.

The time between a teacher's arrival and the start of school is vital to the class's day going smoothly. If a parent has information for a teacher, a short note or email is much more effective than a conversation amid the commotion of the starting school day.

TELEPHONE

Students may use the school office phone only in emergency situations with permission from the school office. Only the phone in the school office may be used in this case. Students cannot be called from class to the telephone, but messages will be relayed in a timely manner in emergency situations. Cell phones should be in lockers or backpacks, and may not be used during the school day, in carpool line, or in After School Care.

TEXTBOOKS

Tuition and fees cover the use of all textbooks, weekly news magazines, workbooks and beginning school supplies. Textbooks are leased to the students and must be returned at the end of the year in much the same condition in which they were issued. Students should not write in their textbooks except when instructed by a teacher.

Damaged or lost textbooks will be charged to parents at the end of the year. Parents who wish to purchase personal copies of textbooks should contact the teacher for the ISBN number.

It is recommended that all students have book bags. Woodland School bags for Early Childhood students may be purchased during Registration.

TRAFFIC

For the smoothest and fastest traffic flow, it is imperative that everyone follow the directional arrows painted on the pavement and the information signs posted strategically on campus. Please see the map in this handbook for detailed traffic pattern.

It is important that you familiarize yourself with all aspects of the plan. Otherwise, you risk endangering yourself or someone else. There are several key points to be made.

- Traffic is one-way at all points on campus.
- Traffic to Point C should **only** use the designated lane through the parking lot.
- There is no parking, stopping, or standing in the road in front of the Baker Building. The entire space is designated as a **Fire Lane** by the fire department and must be kept open at all times. There is ample parking in the marked “Visitors” spaces in front of the Baker Building.
- Left turns into and out of the campus are strongly discouraged.

Drop-off

All preschool students, including pre-kindergartners, are dropped off at the covered driveway at the south end of the Dunavant Building, where they have Early Room in the foyer. They may be dropped off as early as 7:30. **No student may be dropped off earlier than 7:30 because supervision cannot be provided before that time.** After 8:15, please park your car and escort your child into the building via the Baker Building.

Students in grades one through eight are dropped off at Point C, the entrance to the Haygood Center Gym. They may be dropped off as early as 7:30. Before 7:50 students go to the Haygood Center for Early Room. Students who arrive between 7:50 and 8:00 are to go directly to their classrooms. Students arriving after 8:00 are to check in at the office.

Pick-up

Pre-kindergarten students are picked up at 11:45 a.m. at Point C.

Junior and senior kindergartners are picked up along the area on the west side of Woodland known as Point A, outside the kindergarten classrooms. Dismissal is at 2:45. Traffic follows the “A” lane behind the Haygood Center (gym). First through fourth grade traffic, “B” lane, will be halted until 3:00 to permit easy exit for preschool parents. After 3:00, preschool traffic will merge back into a single lane with grades one through four in the “A” lane for pick-up.

Preschool children who are part of carpools with older children will be taken to the foyer of the Dunavant Building until 3:00, when they will join their older siblings or carpoolers for pick up. If you are a parent of a preschool/early elementary combination, time your arrival for a 3:00 pick-up at Point B.

Students in grades one through four are picked up at Point B, under the covered entrance at the south end of the Dunavant Building. Dismissal is at 3:00. Traffic follows the “B” Lane. Cars will line up behind a stop line in the “B” Lane until 3:00 to permit exit of preschoolers. At 3:00, the “B” lane will merge into the “A” lane for pick up.

Students in grades five through eight are picked up at Point C. Dismissal is at 3:00.

NOTE: Carpools always pick up at the oldest child's designated spot. For example, a carpool with a kindergartner, a fourth grader, and a sixth grader picks up at Point C.

If you wish to pick up your child by coming into the building, please park by the school office entrance. We hope you will use the very efficient carpool lines.

GENERAL TRAFFIC INFORMATION:

- Students who walk home must have a note of permission from parents on file in the office.
- Students may not be dropped off or picked up on Park Avenue.
- The campus speed limit is ten miles per hour.
- When loading or unloading on the far side of an automobile, students should always walk in front of their own cars.
- Parents may not park in the lot to walk across and pick up their children.

HOW DRIVERS CAN HELP:

- Come at your child's dismissal time. Late-arriving preschool parents and early-arriving first through fourth grade parents cause backups.
- Use the name signs provided at registration. This helps all teachers get children loaded into cars efficiently.
- Try not to have extended conversations with school staff after your child is in your car.
- For the smoothest and fastest traffic flow, cars make a **right** turn to enter campus and make a **right** turn to exit campus during heavy traffic times.
- Your child has had a full day of activities and wants to share that with you. It is important that you let your child know how much talking about the day means to you. Please try finding another time for cell phone calls.

THE WOODLAND ANNUAL FUND

Fiscal Year: July 1, 2009 - June 30, 2010

The Woodland Annual Fund is the collective participation of parents, faculty and staff, grandparents, friends, alumni, and students to provide funds for many of Woodland's most critical needs: scholarships, professional development, technology, classroom improvements, and so much more.

Every aspect of Woodland School benefits from annual fund support. No gift is too small to be valued and all gifts are tax-deductible. The combined gifts to the annual fund create one of Woodland's most significant financial resources. Because annual fund gifts are typically unrestricted, they can be directed to areas with the greatest need and the greatest potential for impact. Participation in the Woodland Annual Fund reinforces the relevance of our mission and ensures that current relationships will grow Woodland Presbyterian School not only for our current students but also for generations to come. Every gift, regardless of amount, matters and our families are encouraged and expected to participate in annual giving.

NOTE: Woodland Presbyterian School reserves the right to change or amend this Handbook as deemed necessary.