

Vision Statement:

We envision a collaborative partnership to produce students that are:

EFFECTIVE COMMUNICATORS
DETERMINED LEARNERS
CRITICAL THINKERS
PRODUCTIVE WORKERS
RESPONSIBLE CITIZENS

Mission Statement:

Woodland Hills Elementary School will prepare well educated, productive, career bound students by providing quality data-driven instruction in a safe and orderly environment.

EXPECTATIONS FOR WOODLAND HILLS STUDENTS

1. We will value one another as unique and special individuals.
2. We will not laugh at or make fun of a person's mistakes, nor use sarcasms or putdowns.
3. We will use good manners saying please, thank you, and excuse me, and allow others to go first.
4. We will cheer each other to success.
5. We will help one another whenever possible.
6. We will recognize every effort and applaud it.
7. We will encourage each other to do our best.
8. We will practice virtuous living, using the Life Principles.

We believe that “**respect**” and “**Leadership**” is the key to good behavior. Leadership encompasses the many character traits and basic life competencies that teach respect of self, others, property and nature.

For further student behavior and discipline processes please refer to LPS Student Code Book 2018-19.

*Woodland Hills is a
“Great Expectations”
Model School*



BE IN THE KNOW ABOUT WOODLAND HILLS

In the Morning: We will be having a short school wide morning assembly followed by breakfast in the classrooms. **DOORS WILL OPEN EVERY MORNING AT 8:45 FOR ALL STUDENTS at the EAST front doors.** Please do NOT send students to school prior to 8:45 as there will not be adequate supervision for them outside. **In the afternoon:** all walkers/parent pickups will be released through a grade level classroom door. Your classroom teacher will let you know whose door that will be. **Please refrain from picking up your child early to avoid traffic.** Early checkouts are equivalent to a tardy. Students who are picked up before dismissal will be charged a tardy. Read the information about school drop off and pick up to avoid traffic issues each day.

SCHOOL ATTENDANCE: It is very important that your child is at school every day! School attendance is directly related to student success. Please note that in accordance with *Oklahoma School Law*, **when a child is truant 4 or more days or parts of a day within a four-week period or is absent without a valid excuse for ten days or parts of days within a semester**, the district office of student services shall report such absences to the Comanche County district attorney. (See the LPS Student Code booklet for more details.) Please call the school before 9:15 AM to report absences. Students arriving between 9:00-10:15 will be counted as tardy. Arrival after 10:15 will be counted as absent. Parents/Guardians must call the school in order for any absence to be excused. **However, the only absence that is not included in the 10-day rule is a verified absence.** A verified absence must have documentation from a doctor, lawyer, and/or an obituary notice if the absence is due to a death in the family. Please make doctor and dental appointments on holiday and summer breaks, or before or after school if possible. **If your child misses school for an appointment please bring the Doctor's verification note to the office.**

X-Tended Time (formally Extended Day): (Before and after school care.) X-Tended Time is open each day from **7:05 AM** until school starts

and from the end of the day until **5:30 PM**. All morning/afternoon X-Tended Time students must be signed in/out by the parent/guardian. Sign-in/sign-out sheets will be with the X-Tended Time School Program personnel. The schedule is located in the LPS X-Tended Time Program booklet which is available in the office. Payments need to be made to X-Tended Time Program personnel in the morning or afternoon. **All fees are due on the first of the month** for the upcoming month. Payments received after the 15th will be assessed a late charge. **A late pick-up fee will be assessed after 5:30 PM**. The X-Tended Time Program phone number is 536-7991.

PARENT TEACHER CONFERENCES: We have four (parts of days) designated as Parent/Teacher conference days. However, we know there are occasions when parents and teachers need to conference. Please call and make an appointment to talk to the teacher. Please do not approach teachers to visit during their teaching time. We continually strive to maximize instructional time. Our teachers need to give their attention to their students before, during and right after school.

CURB SIDE SERVICE FOR DROP OFF AND PICK UP: Please acquaint yourself with our traffic procedures. To avoid a traffic jam, do not come down Woodland Drive. Use 72nd Street to get in to the car line. Buses will use 71st so avoid getting caught behind a bus. There will only be one lane open for drop off in the morning. All children will be dropped at the curb. The left lane will not be open except to buses. Have your child ready to leave your car so traffic will flow quickly. **COME EARLY** – last minute traffic could make your child tardy. **WHEN** you are picking your child up in front of the school, **you will be given a card to display in your car window and we must be able to see your car card for you to use carline** with your child's name so we can call your child and have them ready to load. **DO NOT COME EARLY TO AVOID TRAFFIC. School is dismissed at 3:45 PM.** There are many ending activities going on so please stay on the school's time schedule. Please **do not** come in the building to get your child. Wait until the bell rings and we will dismiss them to you. You must call the office before 1:00 PM to let us know if there are different arrangements for your child to go home.

WHEN YOUR CHILD RIDES A BICYCLE TO SCHOOL: Students are required to walk their bicycles until they get off of school property. Please provide a helmet and a padlock for bicycle riders.

IF YOUR CHILD WALKS HOME: These are the procedures for students that are walking home or parents that are picking their children up and do not want to wait in the car line. Parents will wait outside a designated classroom door OR plan a specific meeting place with their child. Students will not be dismissed before the bell rings. At 3:45 walkers will be released from the classroom. At the same time students will be released to parents as authorized by a staff member.

WHEN YOUR CHILD NEEDS MEDICINE AT SCHOOL:

- 1) Parents need to bring the original prescription with the doctor's directions for use to the office and fill out the proper form. This form also needs to be signed by the doctor. Children cannot carry medication.
- 2) Over-the-counter medicine can be given if brought to the office in the original container and the proper form completed by the parent. Aspirin and/or Tylenol and cough medication are considered over-the-counter medications.
- 3) If your child needs an inhaler for asthma, we need it to be in the original container and the proper form completed and signed by the doctor.

MEAL INFORMATION: Breakfast and lunch are served at school every day. Please make sure your child has money on their account, money for the day, or a lunch from home. You may pay online via www.MealpayPlus.com. Students

should know before school begins each day what their plans are for lunch. **Outside restaurant meals are not permitted.** Parents are welcome to bring a sack lunch and eat with their child.



Lunch Prices:

Students: full price	\$2.35
reduced price	.40
Adults	\$3.25

SPECIAL OCCASIONS: We know there are important occasions, and we want you to participate. Contact the teacher and provide enough treats for everyone in the class. If you are sending all students in a class an invitation to a special event, students may distribute them at school. If you are only inviting a few students, we cannot pass them out in school. This causes hurt feelings for young children. We cannot give out student addresses through the office for invitations. Parents, you are more than welcome to eat lunch with your child, however you will be asked to eat with them in a special designated area away from the other students.



SCHOOL SAFETY: The safety of our students is a priority and the district has implemented a new system where EVERY PERSON will initially have to provide their drivers license to be put into the system. Please understand that ALL policies are for the safety of not only your child but every child in the building, as well as ensuring a maximum amount of instruction time each day. Please review the following policies:

- 1) If you have an emergency and need to pick up your child before the end of the day, you **must** come to the school office.

Teachers will not be allowed to release students to anyone at their doors.

- 2) **Please do not stand in the hallways after school waiting for your child to be released.** Wait for your child in our car line or a designated meeting place outside the classrooms.
- 3) We appreciate those of you who volunteer in the classrooms. We want you to be here. Please make arrangements prior to your visit so that teachers can best utilize your help. **All visitors must sign in and get a name badge at the office before you go to the classroom.**
- 4) Please inform the teacher in WRITING if there is a change in your child's routine before or after school.
- 5) **Parents will not be allowed to walk students to the classrooms after August 17th as this can be disruptive to our morning procedures when teachers are trying to start their day.** Please know that we will make sure your students get safely to their classrooms following morning assembly. Parents are certainly welcome to check in at the office and stand at the back of the auditorium to watch, but must leave immediately following.

FIRE DRILL PROCEDURES

1. The signal for a fire drill will be the fire alarm.
2. With the teacher leading, the students will exit in one long line and proceed to the designated place on the playground.
3. Teachers will check roll upon reaching the playground.
4. Students in Specials will be accompanied by their SPECIALS teachers and will be joined with their homeroom teacher on the playground.
5. Students will return to the building at the signal of the bell.

EMERGENCY WEATHER PROCEDURES

1. The signal for emergency weather procedures will be three short bells.

2. Upon signal, all students will line up in class and follow their teacher to their designated area.
3. Students will assume protective postures in their designated area.
4. Students with SPECIALS teachers will follow their teacher to the SPECIALS designated area. Homeroom teachers will meet their class.
5. All students will remain in protective postures until the clear signal is given.

**OUR OFF CAMPUS EVACUATION SITE IS
FIRST BAPTIST WEST.
(7302 NW Cache Road)**

SCHOOL UNIFORMS FOR 2018-2019

Boys:

- Knit polo style shirt with collar – any solid color, NO EMBLEMS
- Slacks – SOLID black, navy blue or khaki
- Shorts – SOLID black, navy blue or khaki
- Sweatshirt, hoodie, cardigan or sweater – **any solid color – no emblem**

Girls:

- Knit polo style shirt with collar – any solid color, NO EMBLEMS
- Slacks, capris, shorts – SOLID black, navy blue or khaki
- Skirts or Jumpers – SOLID black, navy blue or khaki
- Sweatshirt, hoodie, cardigan, sweater – **any solid color – no emblem**

* **FRIDAYS ONLY**: A Woodland Hills Shirt or Red Polo can be worn with denim or uniform pants.

**WHS sport uniforms can only be worn on Fridays.

MONTHLY ASSEMBLY

Monthly Assembly for Student of the Month will be on the last Friday of the month at 2:35pm. Parents are welcome to attend. We will no longer have a weekly assembly but instead a quick daily morning gathering.

FRIDAY SNACKS

Students may purchase popcorn, pickle, and snacks on Fridays. Money for snacks will be due on Thursday. After a few weeks of learning this procedure, reminders will not be sent home.

CUSTODY

Our utmost concern is child safety. Please keep us up to date with any custody issues.

A FINAL WORD: We want parents at school! Much of the above information appears to be limiting. We do not mean for it to be. Please help us keep our students safe by following these procedures. Students are our business and we are looking forward to having another successful year at Woodland Hills.

School colors: Red and white

Mascot: Woodsmen



ESTABLISHED 1968

WOODLAND HILLS WOODSMEN



PARENT
HANDBOOK
2018-2019