



**Family/Student Handbook
2023-2024
Woodlands School, Inc.**

Overview of Family/Student Handbook

The Family /Student Handbook provides important information for families and students of Woodlands School, Inc. who are enrolled in grades kindergarten through grade 8. A copy of the Family/Student Handbook is posted on the Woodlands School, Inc. website, www.woodlands-school.org. It is important that all families read and review this handbook.

Message from the Executive Director

Welcome to Woodlands School! We are so happy that you chose to be a part of our learning community. We believe that families, students and staff make up a vital partnership to ensure that all of our students are able to achieve at high levels.

Woodlands has a very rich history of serving “the whole child” as well as academic excellence. We are committed to continuing this tradition while being responsive to the needs of our students in the current environment.

We have expanded our focus on character education to now include **Character Strong**, a social emotional character education program for grades kindergarten through eighth grade. In addition, we have intentionally incorporated time for **Restorative Practices** in every classroom, every day. Schools across the United States are working to implement restorative practices as an alternative to traditional discipline approaches. Restorative practice encompasses an approach that is nonpunitive, is relationship focused, addresses conflict, and promotes collaborative problem-solving among staff and students. Relationships have also been a focus in our partnership with Alverno College and Wisconsin Character Education Partnership in their **LACCS (Leadership Advancing Character and Culture in Schools) Program**. Woodlands staff at both campuses have an ongoing commitment to participate in this program. The [LACCS Program](#) focuses on growing a healthy flourishing culture and climate within the school/organizational community. As a part of the **Time for Living** work that has historically been a part of Woodlands, we are continuing our **Little Families** that meet together each month to discuss our guiding principles.

In the past years we have worked to redefine our expectations for students with help from [Dr. Ross W. Greene](#), [Wisconsin RTI Center](#) and [CESA #1](#). We now have newly identified student

expectations on which we have focused our work with students. Lessons are being taught to students to help them better understand the expectations as they move throughout the school.

Students have been through a traumatic experience as a result of the COVID-19 pandemic. Therefore, we have worked, as an organization, to be responsive to the current needs of our students. As a result, we have committed to **Building Relationships** as a focus for our organization to meet the needs of our learning community. In this handbook, you will see our new student expectations, student code of conduct as well as supports that are available for students and families.

As a part of our learning community, we invite you to continue to be an active part of your student's learning journey. Through volunteering, attending Board meetings, regularly connecting with your teachers and providing feedback and ideas to the administration, we will be a stronger and more responsive community for our students.

Thank you for continued support of Woodlands School!

Sincerely,

Mrs. Vickie Brown-Gurley
Executive Director

Woodlands History

Woodlands School is an amazing place to learn and grow. Founded in 1936 and known as the Alverno Campus elementary School until 1988, Woodlands School became a private, independent school in 1989. In 1996, Woodlands earned accreditation by the Independent Schools Association of the Central States. In 2003, Woodlands became a public, charter school through the University of Wisconsin - Milwaukee. In 2013, Woodlands School expanded to include a second campus, Woodlands State Street Campus (East), which is a replica of Woodlands School. Both campuses offer an innovative educational program of excellence for the whole child in a multicultural environment that prepares the child for lifelong learning in a rapidly changing society. Both campuses focus on the whole child forms the basis of the school's educational philosophy. Woodlands develops lifelong learners through a multidisciplinary approach to learning for all grades beginning in preschool and continuing through eighth grade.

Woodlands School offers an innovative educational program of excellence for the whole child in a multi-cultural environment that prepares the child for lifelong learning in a rapidly changing world. The Woodlands Way is a character-based education approach that helps students recognize and develop positive values. In 2014, the school was honored as a National School of Character for its innovative character-based initiatives, including Time For Living - the foundation of the Woodlands Way culture - which is based on the idea that strong character education creates happy, sensitive, creative children who grow into adults who are morally and socially responsible.

PHILOSOPHY

Woodlands School is a community of persons creating an environment in which teachers, parents and children share the responsibility for learning. Students are encouraged to discover, explore and create in order to develop the attitudes and skills necessary for effective living. Prime consideration is given to developing moral and ethical values, a positive attitude toward life, and a healthy self-concept. The school design reflects the belief that learning to live with a flexible environment and an openness to change fosters in the child the ability to cope with an increasingly complex body of knowledge and a rapidly changing society. The school philosophy further emphasizes that involvement with people of many races and cultures enriches the growth of human understanding. Education founded on these beliefs gives rise to both a happy, sensitive, creative child and an adult who while intellectually free, is morally and socially responsible.

VISION

Woodlands School: The best of what an urban education can be.

MISSION

Woodlands School—Creating the character of the community through

diverse education.

GUIDING PRINCIPLES

- Diversity
- Communication
- Lifelong Learning
- Integrated Learning
- Excellence for Every Child
- Discovery-based Learning

2023-2024 Family Calendar

2023-2024 STUDENT CALENDAR

AUGUST

8/29: First Day for Students

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

FEBRUARY

2/7: Early Release Day
2/16: NO SCHOOL
2/19: NO SCHOOL

SEPTEMBER

9/4: NO SCHOOL (Labor Day)
9/25: NO SCHOOL

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH

3/1: End of Trimester 2
3/6: Early Release Day/PT Conferences (4pm to 8pm)
3/7: PT Conferences (12pm to 8pm)
3/7: NO SCHOOL for STUDENTS
3/8: NO SCHOOL
3/29: NO SCHOOL (Good Friday)

OCTOBER

10/4: Early Release Day
10/27: NO SCHOOL
10/30: NO SCHOOL

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

APRIL

4/1-5: NO SCHOOL
4/8: NO SCHOOL

NOVEMBER

11/1: Early Release Day
11/17: End of Trimester 1
11/20: PT Conferences (12pm to 8pm)
11/21: PT Conferences (4pm to 8pm)
11/20-21: NO SCHOOL for STUDENTS
11/22-24: NO SCHOOL

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY

5/1: Early Release Day
5/24: NO SCHOOL
5/27: NO SCHOOL

DECEMBER

12/6: Early Release Day
12/22-29: NO SCHOOL

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE

6/7: LAST DAY (1/2 Student Day)
6/11: LAST STAFF DAY (FULL DAY)

JANUARY

1/1: NO SCHOOL
1/2: NO SCHOOL (PD Day)

JANUARY 2024						
S	M	T	W	Th	F	S

JULY 2024						
S	M	T	W	Th	F	S

LEGEND:

No School

1st/Last Student Day

1/15: NO SCHOOL

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Staff PD/Work Time
PT Conferences
Early Release Day
End of Trimester

School Hours

AM Drop Off 7:45-8:00am
PM Pick Up 3:15pm

School Day Starts 8:00am
School Day Ends 3:15pm

Early Release Days

AM Drop Off 7:45-8:00am
PM Pick Up 2:00pm

School Day Starts 8:00am
School Day Ends 2:00pm

Registration

**Woodlands School, Inc
Students Fees
2023-2024**

Services	Frequency of Payment	Full Rate	If Eligible for Reduced Lunch	If Eligible for Free Lunch
School Fees	Annual	\$85	\$85	\$85
	School fees offset the cost of classroom consumables and other instructional materials. We ask that these fees are paid at the start of the school year.			
Extension (State-AM only)	Prepaid by month			
	AM Only	\$6	\$3	\$3
	PM Only	\$10	\$5	\$5
	Both	\$16	\$8	\$8
	This year Extension will be billed only for the time you use the program. Please see your Extension form for more information.			
Lunch Program	Per day	\$3.65	\$0.40	---
	The Lunch Program is an optional service. Each lunch includes one milk. Each full rate student must have at least \$50 on account before the school year begins, and a positive balance must be continually maintained on the student's account.			
Milk	Per school year (1 milk a day)	\$57	\$57	\$57
	Milk is available independent of the Lunch Program and is an optional service. The \$57 is a one-time payment for the entire year. Is offered for K4/K5 snack time or for students with cold lunch.			
Graduation Fee (only 8th grade students)	Once in the 8th grade year	\$25	\$25	\$25
This fee is for all eighth grade students. It covers a special eighth grade "gift box" with a Woodlands Alumni t-shirt, graduation day treats and other items.				
Nonsufficient Funds	Per incident	\$35	\$35	\$35

	These rates are charged whenever the bank returns a check or cannot honor an ACH request.
Note	Any positive balance at the end of the school year will first be applied to paying down any negative balance on the student's account. After that, any positive balance will roll over to the following school year.

Policies

Visitors

Woodlands School, Inc. welcomes and encourages visits to the school by parents and other adult residents of the community as well as interested educators. However, in order for the educational program to continue undisturbed when visitors are present, it is necessary to establish guidelines for visitors and volunteers. When at all possible we ask all visitors to communicate in advance of your arrival to our campuses. In addition, education of your students is our top priority, so unscheduled visits that lack clear purpose will be prohibited.

Woodlands has a rich history and tradition of parent involvement. Woodlands believes parental involvement, family engagement, and community partnerships increase and improve student learning and development. Woodlands is committed to utilizing volunteers from the school community to assist in the educational process. In our efforts to ensure an inclusive school community, we are implementing a volunteer process as we welcome back volunteers to our community following the restrictions during the pandemic. Please review our [Volunteer Process](#) available on our website.

Nondiscrimination and Access to Equal Educational Opportunity

Woodlands School, Inc. does not discriminate against pupils on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed, or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Wis. Stats. 111.32), ancestry, arrest record, conviction record, use or non-use of lawful products off the organization’s premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

Bullying

Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the organization, on and off school property if the student is at any school-sponsored

activity or function or while traveling to or from school or school-sponsored functions or events in transporting vehicles arranged for by Woodlands administration. Any student that believes he or she has been or is the victim of bullying should immediately report the situation to a building administrator. All complaints will be promptly investigated and if the investigation finds an instance of bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. Retaliation and making intentionally false reports about bullying is similarly prohibited and may result in disciplinary action.

Parents/Guardians Right to Know

Woodlands School, Inc. receives funds through the Federal Elementary and Secondary Act (ESEA) programs. At the beginning of each school year, the organization shall notify parents of their right to inquire information regarding the following.

- The professional qualifications of their students' classroom teachers and paraprofessionals including the following:
 - Whether the student's teacher:
 - has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under an emergency or provisional license; and
 - is teaching in the field of discipline of the certification of the teacher
 - Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- The state or LEA's policy regarding student participation in any assessments required by the federal law and state law or LEA. The documentation shall include a policy, procedures, or parental right to opt the child out of such assessment, where applicable. *Sections 1112(e)(1)(A) and (2)(A)*

Professional Qualifications of Teachers

Parents of children, who attend schools that receive ESEA funding, have the right to request and receive information about the qualifications of the educators who teach their children core subjects—reading, English language arts and mathematics. The same applies to paraprofessionals who instruct. At a minimum, the information you receive must explain these 3 essential components of an educator's qualifications.

1. Whether or not the teacher met state qualifications and certification requirements for the grade level and subject(s) he or she is teaching,
2. Whether or not the teacher has an emergency or conditional certificate by which state qualifications were waived.
3. What undergraduate and graduate degree(s) the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

Qualifications of Paraprofessionals Who Instruct

Schools employ paraprofessionals to provide instructional support— consistent with the

instruction provided by the classroom teacher or teachers. In schools that operate a schoolwide program, all paraprofessionals who instruct must have special qualifications. In schools that operate a targeted assistance program, the paraprofessionals who instruct students served by the ESEA program must also have earned these same qualifications.

1. Completed at least two years of study at an institution of higher education, or
2. Obtained an associate's or higher degree, or
3. Meet a high standard of quality either through a) the ETS ParaPro Assessment, or b) an paraeducator apprenticeship program approved by Wisconsin.

Notification If Your Child's Teacher Is Not Highly Qualified

ESEA directs schools to send timely notice to parents and guardians IF their child has been assigned to, or taught for more than four consecutive weeks by—a teacher of a core academic subject—who is not highly qualified.

Report Card for Every Student

You have a right to know how well your child is progressing. Schools that operate using ESEA funded programs must generate a report card for every student that explains how well that student scored on the state assessment in, at least, reading, English language arts and mathematics.

State Report Card

The Office of Public Instruction—Wisconsin's education agency—publishes a State Report Card online, <https://apps2.dpi.wi.gov/reportcards/home> . Use this website to find important information about your school and Woodlands, School Inc., such as the results of state testing, enrollment numbers, facts and figures about the teachers in your school and much more.

Notification—Mandatory Throughout School Improvement

Federal law—ESEA—sets a standard for state, district and school accountability, and directs public schools that receive funds to reach 100% proficiency: all students reach state academic standards in math and reading. Under ESEA, schools whose students have taken the state assessments and have not met these standards—two years in a row—begin a process of improvement in the next school year. There are five Steps to school improvement. At each Step, schools and districts must make sure parents and guardians receive a detailed explanation of the causes and consequences of the school's performance and how to get involved in their student's education.

These notifications must be clear and concise. You should be able to distinguish notifications related to school improvement from other information the school or district sends home. Here are the basics you should expect from your school district.

- What it means to enter a program of school improvement
- Reason this school was identified for improvement
- How the school compares—academically—to other schools in the district and state
- What the school is doing to address the problem.
- What the school district or state is doing to help this school

- How you can get involved, and how you can help to address the academic issues that led to the need for school improvement
- Public School Choice—the option to transfer your student to another public school not in a Step of improvement
- Supplemental Educational Services—the option to access remedial instruction for your student

Harassment

Woodlands recognizes the long-term physical, psychological and emotional harm that can be suffered by victims from all forms of harassment, including bullying, harassment, sexual, race/color, religion, Creed), national origin, or disability harassments. Woodlands wishes to acknowledge all Wisconsin state laws. Alleged victims are encouraged to report alleged incidents to the school principal.

It is the policy of Woodlands to provide a learning environment free from all forms of discrimination including incidents of sexual harassment or intimidation. Anyone violating this policy, whether a student, teacher, or parent or Board member, is subject to disciplinary action.

Procedures

Cell Phone Policy

We recognize that electronic devices are an important part of our everyday world and are increasingly being used in teaching and learning. However, we want to be sure that any devices at school are being used as an appropriate instructional tool, and their use does not interfere with our students' learning environment.

Woodlands School, Inc. is proud to share that we provide student access to Chromebooks or iPads for every student. Students should only use electronic devices under the direct supervision of the teacher/teaching assistant, so there is no need for students to bring their own devices from home. This includes cell phones, smart watches, iPads, and tablets. We believe that elementary schoolers are not equipped to deal with the responsibility of having unsupervised access to technology, and their brains are not quite ready to handle such distractions at school.

Therefore, we ask that Woodlands students not bring electronic devices to school. If our middle school students, (grades 5-8), need to bring a device to school to communicate with you after school hours, the following guidelines should be followed:

- If a middle school student brings a device to school, it should be given to their homeroom teacher at the start of the day.
- Teachers will then collect the devices for the school day. Devices will be secured in a locked case until the end of the day, at which time they will be returned to the student.
- In the case that an emergency arises, the school will reach out to the guardian as listed in PowerSchool. (Please make sure we have your most updated contact information.)

- Parents can feel free to reach out to the school if there is emergency information for the school or your student.
- Woodlands will not be responsible for any theft or damage to any device that is brought to school and not secured in the manner listed above.
- Parents will be contacted if their student refuses to comply with these guidelines.

Personal Communication Devices

We recognize that electronic devices are an important part of our everyday world and are increasingly being used in teaching and learning. However, we want to be sure that any devices at school are being used as an appropriate instructional tool, and their use does not interfere with our students' learning environment.

Woodlands School, Inc. is proud to share that we provide student access to Chromebooks or iPads for every student. Students should only use electronic devices under the direct supervision of the teacher/teaching assistant, so there is no need for students to bring their own devices from home. This includes cell phones, smart watches, iPads, and tablets. We believe that elementary schoolers are not equipped to deal with the responsibility of having unsupervised access to technology, and their brains are not quite ready to handle such distractions at school.

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- Parents can feel free to reach out to the school if there is emergency information for the school or your student.
- Woodlands will not be responsible for any theft or damage to any device that is brought to school and not secured in the manner listed above.
- Parents will be contacted if their student refuses to comply with these guidelines.

Acceptable Use Policy

The Woodlands School philosophy asserts “the belief that learning to live with a flexible environment and an openness to change fosters in the child the ability to cope with an increasingly complex body of knowledge and a rapidly changing society.” In support of that philosophy, Woodlands School, Inc. will provide technology devices, access to the internet, and other technologies in classrooms, the library and other resource centers and provide instruction

in their use as educational resource tools to support and enhance the curriculum. See the Woodlands Acceptable Use Policy [HERE](#).

Student Locker/Cubby Searches

Unannounced locker/cubby searches may be conducted. Lockers/cubbies are assigned to students for their use and storage of items such as coats and school-related supplies, but remain the property of the school district. Lockers and vehicles may be searched as deemed necessary without warning, student consent or a search warrant.

Suicide and Self-Harm Prevention Notice

All school personnel should be alert to the student who exhibits signs of unusual depression or who reference or attempt self-harm behavior. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and reported immediately to the building Principal and School Social Worker. Parents will be notified of any such reports and resources will be offered for an appropriate follow-up plan of care if needed for the student. Confidentiality will be maintained, per DPI guidelines.

Public Records Notice

Woodlands recognizes its responsibility to maintain the public records of this Organization and to make such records available for inspection and reproduction. Any person may make an oral or written request for any public records of the Organization. The person may inspect, copy, or receive copies of the public record requested.

Student Services

Student Records

Records pertaining to students are confidential and may only be released with the expressed permission of their family or a requesting school official.

The schools are not staffed to assess or care for injuries that occur at home. It is encouraged that you see your family physician for treatment if your child is injured or becomes ill at home. In the event of a life-threatening situation, school personnel will initiate entry into the Emergency Medical System by calling 911.

Education of Homeless Children and Youth

Supporting students who are experiencing homelessness or housing instability is a critical priority for the Woodlands Team. The designated district contact for monitoring and documenting issues related to homelessness or housing instability is Jonathan Arens.

Per the [Wisconsin Department of Instruction](#): The **McKinney-Vento Homeless Assistance Act** defines homeless children and youths as those who lack a fixed, regular, and adequate nighttime residence. The law provides several examples of situations that meet the definition. This includes children and youths:

- sharing housing due to a loss of housing, economic hardship, or a similar reason;
- living in hotels, motels, trailer parks, or camping grounds due to a lack of alternative adequate housing;
- living in emergency or transitional shelters;
- abandoned in hospitals;
- living in a public or private place not designated for, or normally used as, a regular sleeping accommodation for human beings;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar places; and/or
- living in one of the above circumstances and who are migratory.

In Wisconsin, The ***Education for Homeless Children and Youth (EHCY)*** program is authorized under the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) of December, 2015. The Wisconsin EHCY program addresses the needs of students experiencing homelessness in LEAs throughout the state by supporting homeless liaisons and by distributing funds from the U.S. Department of Education. The mission of the DPI EHCY program is to ensure educational equity and success for students experiencing homelessness by providing support on the McKinney-Vento Homeless Assistance Act.

The shared vision of the State of Wisconsin and Woodlands is that all students experiencing homelessness are provided the opportunity and supports needed to achieve their goals and own their future. Staff are trained to work together to identify and report instances of homelessness and housing instability, which the administrative and social work team triage, and then work to develop plans to support student stability, safety, and continuity both in school and outside of school.

Human Growth and Development

(More information coming soon.)

School Nurse/Emergency Care

A nurse or assistant may be available in the school to advise and counsel families regarding health issues. School personnel cannot, under any circumstances, provide aspirin or other medicine to students unless a completed consent form is on file in the office. Prescription drugs can only be administered with a written doctor's permission.

Medication Policy

Medication should be administered to students by their families at home (whenever possible). Medication is considered prescription medications and over the counter medications. The student may transport medications to school but must deliver them to the school nurse or front office registrar. Families shall notify the school nurse and registrar each time medication is being sent to school. Extenuating circumstances may necessitate delivery by a family member.

At the end of the school year or when medications are discontinued, families are notified to pick them up at school or asked how they would like them returned. When a medication refill is required, the school nurse or designee will give a reminder to families or students. Families will send a new supply or provide written termination of medication consent.

LABELING: All medications must have an accompanying Medication Consent form and the following information clearly printed on the original container:

Name of student

Name of medication

Strength of medication

Amount to be given

Time to be given

Prescription medications must have this additional information on the prescription container:

Physicians' name

Pharmacy label with pharmacy phone number

Medications must be provided in the manufacturer's container or the original prescription container. Baggies, envelopes, or other non-original containers are not allowed for the transportation and storage of any medication. Medication must be provided in the proper dosage. School staff will not alter (cut or break) pills.

School Nutrition

Woodlands Food and Nutrition Program

The Woodlands Food and Nutrition program is a federally funded meal program that exceeds the USDA requirements for lunch. We will continue to use the Fresh Connection through MCFI (Milwaukee Center For Independence) Nutrition Services. MCFI delivers lunch daily to both campuses. Lunch includes one carton of milk. Please contact the Lunch Coordinator, Mr. Korey Smith for assistance with the lunch program.

Menus

Each month menus for lunches are posted on the school website and the front hallway by the office. In addition, menus are sent home monthly via email through the **Woodwinds** school newsletter.

Free/Reduced Meal Application

Your child(ren) may qualify for free meals or for reduced price meals. To apply for free or reduced price meals, ask for a copy of the Free and Reduced Price School Meals Family application from the office. A new application must be completed each year to qualify for free or reduced lunch. It is mailed to homes before the start of each school year. A Letter of

Determination will be sent to you if you qualify for free or reduced lunch. A list of participating area summer meal programs will be sent home before the end of the school year.

Student Accounts

The Woodlands Food and Nutrition Program uses an automated meal accounting system to record food service payments and to monitor food transactions. We ask that families provide a \$50 prepayment at the start of the year for each student participating in the lunch program. A negative balance in a student food service account is the responsibility of the student's guardian. Debt in a student food service account is not automatically discharged, forgiven, or reduced at the end of the school year or due to a change in a student's enrollment status. Payment for lunch accounts remain the responsibility of the student's guardian.

Transportation

Woodlands does not provide transportation to and from school for students. It is the responsibility of the guardian to transport students to and from school in a timely manner. Repeated morning tardiness or late afternoon pickup are unacceptable.

Attendance

Student Attendance/Non Attendance

In accordance with the Wisconsin State Law, all children between the ages of 6-18 years of age shall attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they fall under one of the expectations under State Law, or have graduated from high school. Wisconsin State Law states that students are not to miss more than 10 days within a school year. Further absences require a written doctor's excuse. Students, who have excessive absences, whether excused or unexcused, may be referred to Municipal Court for a truancy ticket. It is the guardian's responsibility to get their child to school.

Letters are sent informing families of a student's attendance after five (5) and ten (10) absences. After ten (10) absences, medical excuses will be required for an absence to be excused.

Student Absence

Regular attendance is a responsibility that should be shared with families, students and the school. Woodlands considers the following excuses absences:

- Personal illness (medical verification may be required)
- Family emergencies or crisis
- Attendance at the funeral of a relative or friend
- Religious holiday
- Religious instruction during the released time for such purpose as provided by law.
- A doctor or dental appointments. (We encourage families to make such appointments, whenever possible when school is not in session. Verification of appointments may be required.)
- Attendance at special events of educational value, approved by the principal or designee

- Required appearances in court or other legal proceedings.
- Attendance at or involvement with, special activities not herein mentioned may be considered for classification as excused at the discretion of the principal or designee (Whenever possible, the request for such excuses shall be pre-arranged).

When Absence is Excused

Families will notify the school of the reason for the student's absence.

When absence is excused:

- Families must call school between 7:30am - 9:00am on the day of the absence. Please report your child's name, unit, and reason for absence. This procedure needs to be followed each day that the child is absent.
- Students must make up all the work due to the absence.
- Students will be expected to complete the assignment in a reasonable amount of—the time allowed to complete the assignment will not exceed the number of days absent. Families may request homework for their students.
- It is the student's responsibility to obtain the assignments from their teachers when they are absent.
- Absence due to travel or personal reasons must be arranged in advance. Students are required to gather assignments that they miss prior to the absence. All assignments are due upon return to school.

Student Tardiness

Students are expected to arrive at school and all classes on time. If a student is tardy to school on five occasions during the semester, the student may be subject to tardy intervention. It is important for students to be to class on time so that they do not miss any instruction. If a student has five tardies to class, the teacher will inform administration and may be subject to tardy intervention.

Academic Information

Grading

Students at Woodlands are graded on trimesters. The duration of each trimester is 12-13 weeks. The Student Calendar shows the end of each trimester. Woodlands is working towards using standards-based grading to identify student's academic progress. Standards-based grading (SBG) departs from traditional grading systems that rely on letter grades and percentages and instead measures students on the mastery of specific learning objectives. This forward-thinking approach not only encourages students to take ownership of their education, but it also provides educators with a more insightful understanding of each student's strengths and areas for growth.

Report Cards

Report cards are sent home every trimester to notify families of their student's progress. During the 2022-2023 school year all staff worked to revamp our previous more traditional-graded report card to one that is more standards-aligned. Our report

cards are more proficiency-based and provide feedback on academic and social-emotional progress of students.

MLSS- Multi-Level Systems of Support

Woodlands is working towards the development of an MLSS (Multi-Level Systems of Support). This system mirrors the work developed by the Wisconsin Department of Instruction (DPI) on the state MLSS system. Wisconsin's Equitable Multi-level Systems of Supports conveys the vision of an integrated system of behavioral, social, emotional, and academic support, includes all educators and all learners, considers the whole child and system, and attends to equitable access, opportunity, and outcomes.

Reading/English Language Arts/Writing

Vision: The Woodlands School community is committed to fostering a love of Reading/Language Arts for students in K4-8th grade. Woodlands provides a holistic, inclusive, and differentiated approach to Reading/Language Arts instruction that engages students in real-life, authentic tasks aligned to standards across grade levels.

Mathematics

Vision: The Woodlands School community is committed to providing a mathematics learning experience for students that is aligned to standards and across grade levels that engages students in real world applications and project-based learning opportunities in which all students can excel in their mathematical knowledge.

Science

Vision: The Woodlands School community is committed to providing K4-8th grade students a high quality science education using relevant inquiries to build knowledge and skills to understand, question, and adapt to the ever-changing world students live in.

Social Studies

Vision: Woodlands students will become responsible, respectful, and creative citizens of the community. They will apply their knowledge of the core content of economic, historical, political and social issues by working collaboratively and by being exposed to multiple perspectives. Students will become civically engaged problem-solvers who critically examine their roles in local, regional, state, national, and global communities.

Socio-emotional Learning (SEL)

Vision: The Woodlands School community is committed to providing K4-8th grade students a holistic social emotional learning education by creating an environment where students develop skills to be reflective, adaptive, and able to connect with themselves and others.

Behavior Pertaining to Human Dignity

Woodlands School, Inc. is committed to providing a positive learning and working environment, and to communicate its commitment to the values of a democratic society

to all students and employees. An integral part of this commitment is the recognition that the organization is becoming increasingly diverse. We value and respect the diverse makeup of the school community, and that we seek equal education and employment opportunities for all students and employees. To this end, Woodlands will not tolerate behavior by students or employees toward persons based in whole or in part on sex, gender, race, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional, or learning disability which creates an intimidating, hostile, or offensive school environment. Students violating this policy will be disciplined in accordance with applicable Woodlands Board of Trustee Policies.

Non Discrimination Policy

Woodlands does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

Family Directory Dissemination

Each school year, a school-wide family directory is created and shared with all families for each campus. The Family Directory is created at the end of October and sent home, one per family. If you do not want your information included in the directory, you will need to complete the Opt-Out form that is included in the start of the year forms each year. Please know we will not be able to remove any family information once this form is due in August. This will mean your contact information will be included in the printed directory.

General Information

Emergency Contact Information

Each student must have emergency contact information on file in the school office. The form used includes the family name(s), address, telephone number, email address, personal medical information, and an emergency contact person. It is important that the office be informed as soon as possible when any information on your data sheet changes.

Lost and Found

Each campus has a specific location for items that are lost and found (coats, jackets, lunchboxes, etc). Keys, glasses, textbooks, and chromebooks that have been found are held in the office where they can be claimed. Every trimester, unclaimed items will be donated. All instructional and personal items should be labeled with the students name. Every effort will be made to relocate and return your property. Toys and collectible items and items of value should not be brought to school.

Telephones

The office telephone is a business phone and should not be used by students except for emergencies. Incoming emergency messages will be relayed to students as soon as possible. Students may have permission to use the office phone during the school day.

Visitor Information

All visitors must check-in with the office and wear a visitor ID badge issued by the Registrar. School personnel have the right to know the identity of all persons in the building. All doors are locked during the school day.

Smoking

No student shall smoke, vape or use smokeless tobacco, or have in his/her possession any type of vaping paraphernalia, tobacco, or cigarette look-alike while he or she is on school premises, in a vehicle on school grounds, or in a vehicle operated by or under the auspices of Woodlands Schools. This includes, but is not limited to school buses, vans, or any other official transportation operated by the organization.

Alcohol and Drugs

No student may consume, be under the influence of, deliver, sell or have in his/her possession any chemical substance while on school property, at any school sponsored event, or under the control of a school authority, including traveling to and from school, whether travel is by school bus or other methods. No student may manufacture, deliver, sell or have in his/her possession, any item defined by Wisconsin law as drug paraphernalia.

Gambling

No gambling is permitted by students in school or at any school sponsored function.

Weapons

It is the policy of Woodlands School, Inc. that no one shall possess or use a dangerous weapon on school property, school buses, or at any school-related event. This would include but is not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Administration will refer any student who violates this policy to the student's family and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Gangs

Gangs, gang affiliation, and gang-related activities are banned in Woodlands Schools. Students cannot wear gang insignia or flash gang signs.

Suspension/Expulsion

It is the policy of Woodlands Schools that a student may be suspended for non-compliance with rules or a student may be expelled for repeated refusal or neglect to obey school rules. A student may also be suspended or expelled for conduct while at school or while under the supervision of school authorities that endangers property, health, or safety of others or for knowingly conveying, or causing the conveyance of any threat or false information concerning an attempt or alleged attempt being made, or to be made, to destroy any school property by means of explosives.

Dress Code

While fashion decisions are matters of expression, Woodlands requires students to dress in a manner that does not interfere with the educational process. Clothing should not distract, contain messages contrary to the vision of Woodlands School, Inc., or run contrary to the acceptable norms of this community. If a student's dress is determined to be inappropriate, they will be asked to change into something appropriate at school or to call families to get some clothing that is more appropriate.

Student Code of Conduct

General Expectations

Student expectations are laid out in various formats throughout the school year and include both individual classrooms, communal spaces (lunchrooms and bathrooms), and schoolwide expectations. These expectations are continuously referred to and repeated throughout Woodlands and at all school functions.

Students who violate the behavior rules and expectations, are disruptive or unruly, violate policies, or interfere with the ability of the teacher to teach effectively will be removed from the setting and referred to administration for appropriate disciplinary consequences.

Behavioral referrals are submitted to the administrative team, who then make a determination if the behavior is a "minor" or a "major". Submission of a referral is not a prerequisite for administrative involvement at the time of the incident. Administrative action is not required on all referrals, though all referrals that are submitted do get sent to an administrator automatically for review and triage.

Both in-school suspensions (ISS) and out of school suspensions (OSS) can occur as the result of either a single incident or an accumulation of incidents. Repeated behaviors following a suspension for the same behavior can result in escalating suspension consequences (i.e. an ISS turning into an OSS, or a 1 day OSS turning into a 2 days OSS). Suspension type and length is determined at the discretion of the administrative team. Repeated suspensions can

result in student expulsion consideration and action by the executive director and school board of trustees.

Following an out of school suspension, a reinstatement meeting is required to be completed before the student returns to class. That meeting is an in person meeting with an administrator, the parent or guardian, and the student. The purpose of the meeting is to ensure that the student is safe to return to school and is clear on the behavioral expectations related to the suspension.

Woodlands firmly believes in the power of restorative conversation and action and works to ensure that students and staff are given the opportunity to restore a relationship following a behavioral incident. Participation in restorative conversations is not a requirement of a student. If a parent or guardian is not comfortable with their student participating in restorative conversations, please let their teacher and administrator know. More information about restorative conversations and restorative practice can be found on the Wisconsin DPI website: <https://dpi.wi.gov/news/dpi-connected/behavior-transformation-restorative-circles>

Behavioral Flowchart

Woodlands Student Behavior Interventions	
Intervention #1: In-classroom redirection	Students are given redirection and reminded of appropriate behaviors. If necessary, appropriate behaviors are re-taught to student(s) <i>Parent/guardian can be contacted by staff.</i>
Intervention #2: Private Conversation	Staff and student have a private reflective conversation to reflect on what core values are being violated, who is being harmed by the behavior (self, staff, other students, etc), and what the expectation is going forward. <i>Parent/guardian can be contacted by staff.</i>
Intervention #3: Mindfulness technique, space and time to process and regulate, and further private conversation	The student is provided a “cool down area” and a mindfulness technique to use to regulate a process. This area can be either in the current classroom, or in a “buddy” classroom that is also staffed and supervised. The staff member and student again hold a private reflective conversation and discuss what Woodlands values are not being followed, who is being harmed by that decision, and what the expectation is moving forward. It is common at this time for an administrator to be involved on some level with reflective conversations. <i>Parent/guardian is contacted by staff.</i>

Intervention #4: Reflection Activity	Some teachers and staff will at this point use an age-appropriate reflection form.
Intervention #5: Referral to administration	Staff can at this point refer a student for intervention and conversation with someone on the administrative team. <i>Parent/guardian is contacted if their student meets with a member of the administrative team.</i>
Intervention #6: Restorative conversation	With a trained staff member(s) and administrators, students can participate if they wish in a restorative conversation to work to repair harm caused. This does not always occur on the date of the incident. <i>*Participation in restorative conversations is not a requirement of a student. If a parent or guardian is not comfortable with their student participating in restorative conversations, please let their teacher and administrator know.</i> More information about restorative conversations and restorative practice can be found on the Wisconsin DPI website: https://dpi.wi.gov/news/dpi-connected/behavior-transformation-restorative-circles
<p>Additional Guidelines:</p> <ul style="list-style-type: none"> ● Every day, every student is given a “clean slate” ● Concrete corrective action helps guide student behavior and decision making ● Space and time to process is important when regulating emotions ● Students that received special education services with behavior related goals will be accommodated according to their needs as outlined in the IEP document <p>Updated 8/2023</p>	

Woodlands Discipline Plan

Please review the detailed **Woodlands Discipline Policy** for specific detailed behaviors and consequences. Click [HERE](#) to review the policy.

Revised 9/8/2023