



# STUDENT/PARENT HANDBOOK

2011-2012

Dear Woodlands Prep Families,

On behalf of the faculty and staff of the Woodlands Preparatory School, I would like to welcome you to the 2011-2012 school year. We hope that you and your family have had a wonderful summer and are looking forward to a productive, exciting new school year. To our returning families and the ones who will be joining us for the first time, we look forward to an exciting educational experience.

The Woodlands Preparatory School views education as a partnership between home and school. Our mission is to successfully prepare students for life by providing them with the best education possible. We recruit educators of the highest caliber for our students, and this year we have added several exceptional, experienced, and enthusiastic professionals to our team. We are dedicated to partnering with you to provide the very best, well-rounded education for your children.

In this handbook you will find information about school policies and procedures. Please read this manual carefully so that you are familiar with our expectations. After reading, please sign and return the acknowledgement form at the end of the handbook by September 16, 2011. We suggest that you keep a copy of the handbook available for future reference.

Please contact us whenever you have a question or concern. Open communication is the key to clarifying misunderstandings and resolving problems as quickly and easily as possible. Your suggestions and feedback are always welcome. We look forward to seeing each of you as we begin an exciting new year at WPS!

*Ken West*

Head of School

**The Woodlands Preparatory School  
27440 Kuykendahl Road  
Tomball, TX 77375**

**ADMINISTRATION AND SUPPORT PERSONNEL ADMINISTRATION AND SUPPORT  
PERSONNEL**

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Justin Faust	8 <sup>th</sup> History	jfaust@woodlandsprep.org
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Joyce Lovell	7 <sup>th</sup> -8 <sup>th</sup> French	jlovell@woodlandsprep.org
Owen Howard	8 <sup>th</sup> Pre-AP Geometry	ohoward@woodlandsprep.org
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## UPPER SCHOOL FACULTY

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## **Teacher Conferences**

At The Woodlands Preparatory School, education is a partnership between students, parents and teachers. As a result, we encourage frequent and constructive communication between parents and staff members. Please contact the teacher directly by e-mail to arrange a meeting if you have a concern about your child.

It is important for parents to respect teacher preparation and teaching time, as the teachers' first priority during the school day is teaching. We ask that you refrain from catching teachers in the hallway or the classroom "just to ask a quick question" or to discuss issues related to your child as this disrupts valuable teaching time and takes teachers away from the supervisory responsibilities they have for students before, during, and immediately after the school day.

## **Parent Questions/Concerns**

If you have a concern about your child, we ask that you follow the following guidelines in resolving your concern. E-mail addresses for each staff member are listed above for your convenience. The school telephone number is 281-516-0600.

1. Classroom questions/concerns- Please first contact your child's teacher. If the problem is not resolved, you may contact Mrs. Buckingham. If the problem is not resolved, she will then contact Mr. West.
2. Curriculum questions/concerns - Please first contact your child's classroom teacher. If the problem is not resolved, you may contact the Curriculum and Instruction Coordinator for the appropriate grade level. Mrs. Johnson is in charge of grades K-4, Mrs. Bailey grades 5-6, and Mr. Roddy is in charge of grades 7-12. If the problem is not resolved, either Coordinator will then contact Mr. West.
3. Discipline questions/concerns - Please first contact your child's teacher or coach. If the problem is not resolved, contact Mr. Smith, our Dean of Students. If the problem is still not resolved he will contact Mr. West.
4. Admissions, tuition, or placement questions/concerns - Please contact Mrs. Buckingham. If the concern is not resolved, she will contact Mr. West.

5. General school questions/concerns - If your concern is of a general nature regarding the school, please contact the front office. If it requires further attention, they will contact the appropriate staff member.

### Mission Statement

To provide an environment that will strongly educate students, aid in their development and maturation, and prepare them for a life that is competitive by instilling in them a sense of awareness, individualism, personal responsibility and high self-esteem through accomplishments.

### Vision Statement

The Woodlands Preparatory School builds a solid foundation for students to be successful in today's global society. Committed to excellence in academics, our highly qualified staff provides a rigorous and well-rounded education with a special focus on Mathematics, English, and Science to equip students for higher education. An emphasis on leadership, personal responsibility, integrity, respect, and empathy prepares our students to meet the challenges of life.

### Philosophy and Goals

We believe that all students can learn and that learning is a life-long process. We provide a firm educational foundation grounded in a rigorous, college preparatory program that highlights Science, Math, English and History. Academic challenges are balanced with a diverse offering of electives, which develop the personal strengths of well-rounded students.

Our small class size and low student-teacher ratio enables teachers to understand their students as individuals and to plan instruction that meets the diverse needs of all students. In addition to a solid foundation in the basics, we provide a sense of community that fosters the development of the whole child. This enables teachers to challenge all students to reach their maximum potential.

Our goal at Woodlands Prep is to foster a desire for lifelong learning in our students as we build self-confidence by providing academic challenge in a positive and supportive environment. By setting high expectations for both students and staff, The Woodlands Preparatory School provides excellence in education. Our students are well prepared to be successful in the competitive world of the 21st Century.

## Beliefs

- Students learn best when they are actively engaged in the learning process.
- A well-rounded education addresses multiple styles of learning.
- Students benefit when the staff maintains high expectations for learning.
- Teachers, administrators, parents, and the community share the responsibility for helping students learn.
- A positive, nurturing environment supports the development of the whole student.
- A low student-teacher ratio enables students and staff to develop mutual respect and close relationships.
- Advanced Placement courses offer driven students rigorous academic work that gives them a better understanding of what to expect in their college coursework. AP testing may provide college credit. All AP courses are approved by the College Board.
- We support the IB Learner Profile, which states that students will become....
  - Inquirers
  - Thinkers
  - Communicators
  - Risk-Takers
  - Knowledgeable
  - Principled
  - Caring
  - Open-Minded
  - Well-balanced
  - Reflective

**The Woodlands Preparatory School  
Student/Parent Handbook**

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# School -Wide Procedures

## DAILY OPERATIONS

### Hours of Operation

The Woodlands Preparatory School operates Monday through Friday.

Grades K-4	8:00 a.m. to 3:00 p.m.	We encourage you to arrive in the car line no later than 7:50 a.m. so your child has time to prepare for class.
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Grades 5-12	8 a.m. to 3:00 p.m.	Parents are encouraged to drop off students in time for them to go to their lockers before class starts at 8 a.m. At 7:45 students are allowed to go to their lockers and then report to their first period class.
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### Arrival and Dismissal

Students may be dropped off at the front of the school, beginning at 7:30 a.m. For the safety of all students, parents are asked to pull up to the staff members on duty before releasing students from the car. Please do not pass other cars that are unloading students, since sometimes students dart back to their cars unexpectedly.

At the end of the day, students are picked up via carline in front of the school. Kindergarten students and their siblings should be picked up at the side door (north side of building). Students other than kindergarten may be picked up at the side door if parents prefer. Parents picking up at the side door should park their cars and wait outside the north entrance for the staff member on duty to call students from class. If you park and come into the building, please give your name to the staff member on duty and wait in the front lobby while your child is called. **The playground is not supervised for student use after school. Parents must supervise their own children should they elect to use the playground facilities after school.**

**PLEASE NOTE** that Woodlands Prep does not supervise students before 7:30 a.m. or after 3:30 p.m., unless the student is involved in a school-sponsored activity. Parents are asked to pick their children up promptly at the end of the day. A fee will be charged for students left unsupervised after 3:30 p.m.

### School Closings

In the event of severe weather or other emergency, Woodlands Prep follows Conroe Independent School District (CISD) guidelines regarding school closings or delayed

opening. This information is available locally on TV channels 2, 11, 13 and 26, radio stations 740 AM and 950 AM, the CISD website and TV websites. CISD main switchboard numbers are 936-756-7751 and 936-441-9297. Updates about school closings are posted on the school website, [www.woodlandsprep.org](http://www.woodlandsprep.org) as situations are updated. We also use the emergency notification feature of Ren-Web to provide additional information regarding possible school closures.

### **Authorization to Release Students**

Your child's safety is of the utmost concern to us. The Enrollment Information Form included with each Enrollment Packet lists the people to whom your child may be released. Any unfamiliar person picking up your child will be asked for photo identification. When in doubt, we will err on the side of caution for your child's safety and security.

If your child is going home with another student, or someone not listed on the Enrollment Form, please inform the school in writing or via a phone call. Advance notice is always appreciated. We will not release a child to an unfamiliar person without parental permission.

### **Early Release**

If you need to pick your child up for an early dismissal, it is necessary to sign your child out at the front office. Please wait in the lobby for your child for a staff member to call your child from class.

### **Change in Contact Information**

It is vital that we have current contact information on file, especially phone numbers where parents may be reached during the school day. Please remember to notify the school if any pertinent information we have on file changes during the year.

## **ATTENDANCE**

### **Absences**

Regular and punctual attendance is expected for all students. It is an essential part of ensuring adequate progress in student learning. Students who are not present when attendance is recorded are counted absent for the day. If a child is absent for a doctor's appointment, but returns to school later, he/she will be counted present with a doctor's verification note. In intermediate, middle and upper school, attendance is taken at the beginning of each class.

If your child is absent unexpectedly due to illness or emergency, please call the school to inform the front office, so your child's teachers can be notified. When your child comes back to school, please send a written note, signed by a parent or

guardian, stating the reason for the absence. Excused absences include illness, death of a family member, religious observances, or extenuating circumstances beyond one's control. If a note is not sent to school when the student returns, the absence is considered unexcused unless prior approval is given by an administrator.

### **Late to School**

It is important for students to arrive at school on time to avoid interruption to learning and disruption to the class. Students arriving after 8:00 a.m. should report to the front office to sign in before going to first period.

Although occasional delays are unavoidable, being consistently late to school negatively affects a student's academic progress and disrupts the classroom. Students who accumulate more than **five tardies** in lower school or **four tardies** in intermediate, middle, and upper school must serve a detention.

### **Late to Class**

Intermediate, middle, and upper school students are considered tardy to class if they are not in the classroom when the bell rings. These tardies ARE included in the cumulative total listed above.

### **Planned Absences**

To gain the maximum benefit from our educational program, students must be in regular attendance. However, there are times when family commitments require students to miss school. Please inform your child's teachers as soon as possible about a planned absence so that arrangements can be made for completing missed assignments.

### **Excessive Absences**

Regular and punctual attendance is expected for all students. It is an essential part of the educational process. The school calendar is published each spring for the following school year so families can plan vacations and holidays. However, sometimes family commitments require students to miss school.

Please contact your child's teachers as soon as a planned absence is anticipated so arrangements can be made for completing missed assignments. Lower school students should make arrangements for completing missed work by a specified due date. Due to the fast pace and rigorous content of upper level courses, intermediate, middle and upper school students are expected to get their assignments from teachers BEFORE the trip and to complete this work BEFORE they return to school. In this way, the student will be ready to continue learning and will not fall behind in their studies.

**Please note:** Consistent attendance is important to successful completion of

course work. Therefore, a student who misses more than 5 days of class during a nine-week grading period will not receive the full benefit of instruction and may not receive credit for the course.

## **ACADEMIC GUIDELINES**

### **Academic Success**

With our emphasis on providing a strong educational foundation, the challenging academic curriculum at The Woodlands Preparatory School is designed to prepare students for college success. While teachers serve as mentors, students are encouraged to accept personal responsibility for academic success.

### **Academic Integrity**

The Woodlands Preparatory School does not tolerate cheating or plagiarism in any form. A student who cheats on a test, project, or assignment will automatically receive a grade of zero. If a student allows another student to copy his/her work, both students receive a zero.

If a student cheats on a final exam, he/she receives a zero on the exam and may thus be at risk of failing the course. Students in grades 9-12 do not receive credit for a failed course and must retake the course to receive high school credit.

If a student submits work that is plagiarized in any form, the student receives a zero on the assignment. This includes copying another's words, phrases, or ideas without giving credit to the source. At the teacher's discretion, the student may be required to redo the assignment.

Since academic dishonesty in any form is a serious event, any student involved in cheating or plagiarism will be sent immediately to the Dean of Students and the parents will be contacted to come in for a conference.

### **Books and Supplies**

Every effort is made to keep up-to-date, quality textbooks available for students. Textbooks are loaned to students in grades K-8 each school year. These books are the property of Woodlands Prep and students are responsible for lost or damaged books. All books must be returned in usable condition before final grades are issued.

Students in grades 9-12 purchase their textbooks directly from the school and these books belong to the students. Parents will receive an invoice for their child's books and prompt payment is appreciated.

## **Classroom Placement**

Every effort is made to place students in the best classroom setting after academic, emotional, and social concerns are all considered. Although Woodlands Prep makes every effort to accommodate requests for placement, parent requests cannot be guaranteed. Final placement decisions are at the discretion of the Administration.

## **Grades and Reporting**

Grades are a permanent record of a student's mastery of course content. Course grades are updated weekly on RenWeb, beginning in September. Parents will receive their RenWeb password and instructions for use during the first two weeks of school. Two grade reports are sent to parents each quarter.

**Progress Reports:** Mid-term progress reports are sent home via RenWeb after the fourth week of each quarter. You are encouraged to discuss any questions or concerns with your child's teacher as soon as they arise. Teachers will request a conference if they have concerns about your child's progress.

**Report Cards:** Report cards are a record of a student's academic performance, conduct and attendance. Report cards for students in grades 2-12 will be emailed home via RenWeb. Report cards for students in grades K-1 are sent home in Wednesday folders. Please notify the front office if you wish to pick up a hard copy of the report card.

## **Promotion**

For students to be promoted to the next grade, they must have received an average of 70 or above in all core classes and have been in attendance for at least 85% of school days. Students who have failed a class must make it up during the summer to be promoted to the next grade. Situations resulting in excessive absences are handled on an individual basis.

## **Homework Assignments**

Teachers post homework assignments as well as information about projects, test dates, field trips and special events on RenWeb each week. Teachers notify parents about grading policies and homework expectations at the beginning of the year.

Parents are encouraged to check RenWeb regularly for updated information or changes to assignments. The RenWeb system allows parents to monitor their children's homework assignments, see long-term projects, and make-up work missed during student absences.

## **Homework Policy**

The Woodlands Preparatory School sets high academic standards for its students. Homework is an essential part of your child's education. While every effort is made to keep the homework load from being overwhelming, daily homework should be expected.

Homework is not busywork. Meaningful assignments offer preparation, practice and extension outside of class. The purpose of homework is threefold: to prepare students for instruction by pre-reading material before it is presented in class, to reinforce what is taught in school by practicing new concepts (math, vocabulary, spelling), and to show achievement by preparing reports, projects, presentations or studying for tests.

Teachers explain their homework policies to students and parents at the beginning of the year. Please contact your child's teachers anytime you have questions about the homework policy. Although students should expect to spend extra time on homework occasionally due to projects or special events, contact the teacher if your child is consistently spending an excessive amount of time on daily homework.

## **Library**

The Woodlands Prep library continues to grow with the addition of books, audiovisual materials and online full-text databases. It is open daily and is fully automated with computerized circulation and an online catalog. Overdue notices and bills for lost materials are automatically generated and sent home on a regular basis. Students are responsible for all materials checked out in their name and are expected to reimburse the school for lost or damaged books. The WPS library graciously accepts all donated hardback books.

## **Lockers**

All students in grades 1-12 are assigned a locker at the beginning of the school year. This locker is intended to be a secure and private place to keep school related items. Students in grades 1-4 keep their backpacks in lockers, so please purchase a backpack that will fit into the locker.

Students are responsible for keeping their locker organized and clear of clutter. Combination locks are distributed to middle and upper school students at the beginning of each school year and these are the only locks that may be placed on school lockers. There is a \$20 fee to replace lost locks.

**Please note** that the school retains access to the lockers at all times.

## ACADEMIC WATCH

### ACADEMIC WATCH/PROBATION

If a student receives a failing grade in one or more core\* classes on either a progress report or report card, the student is placed on **ACADEMIC WATCH** for the remainder of the semester. Students on **ACADEMIC WATCH** are placed on an Academic Plan that may include the following interventions:

- Parent conference with all core teachers
- Tutoring schedule
- Study Hall in lieu of elective(s)

If a student is unable to achieve passing grades on the next progress report or report card, the student is placed on **ACADEMIC PROBATION**.

The status of **ACADEMIC PROBATION** will also result when a student is placed on **ACADEMIC WATCH** twice during one school year or at the close of the academic year.

When a student is placed on **ACADEMIC PROBATION**, a parent conference may be held to determine if it is in the best interest of the student to continue at The Woodlands Preparatory School. If the student continues at The Woodlands Preparatory School, expectations and a timeframe for academic success will be set at the conference. These expectations must be met within the timeframe in order for the student to continue at The Woodlands Preparatory School.

#### **Outline of Consequences**

- **A grade below 70 is earned on a progress report or report card.**
- **Teacher will send student information to Curriculum and Instruction Coordinator.**
- **The Curriculum and Instruction Coordinator will schedule a conference.**
- **An academic growth plan will be agreed upon and recorded at the conference.**
- **At the next grade report, the student will be either released from Academic Watch or placed on Academic Probation.**
- **When the status of Academic Probation is obtained, a conference may be scheduled to discuss dismissal.**

\*Core class is defined as:

- 5-8; any science, mathematics, language arts, or social studies class.
- 9-12; any class whose credit applies toward graduation

## DRESS CODE

Students are encouraged to come to school well groomed and in appropriate attire. School uniforms are to be worn daily and may be purchased through Lands' End. Please refer to the uniform policy for further information on specific dress code wear.

Spirit Days are held periodically to generate enthusiasm and build school spirit. Lower school students dress in accordance with each theme as classes compete to win the famous "Spirit Stick" award. Check the school calendar for further information on dates and themes.

Intermediate, middle, and upper school students have a free dress day every Friday. They are not required to wear the school uniform, but are requested to follow the following guidelines for good grooming and appropriate attire. Students who abuse the freedom of free dress days will lose this privilege. Free dress days do not apply to field trips or class trips. Field trips and class trips have separate guidelines for proper dress.

Clothing that disrupts the learning environment is NOT permitted at any time. This includes, but is not limited to the following:

- Clothing that is oversized, too baggy, too short, too tight, or too revealing
- Clothing with inappropriate or indecent words, pictures or slogans, including cigarette, alcohol, and drug-related advertisements
- Clothing or accessories in gang-related colors or styles
- Clothing that is torn, ripped, ragged or has holes in it
- Short shorts, halter or midriff tops, tank tops, spaghetti straps, and clothing made from transparent material
- Any type of facial piercing
- Visible tattoos
- Hair dyed in unnatural colors
- Non-prescription sunglasses and hats may not be worn indoors unless special permission is given by staff
- Bare feet or flip flops

If a student's dress or grooming is objectionable or does not conform to the dress code standards or free dress day expectations, an administrator may request that the student make appropriate corrections before being admitted to class. Students are sent to Study Hall and parents will be contacted to bring the correct uniform items to school. Final decisions about dress code violations are at the discretion of the school administrators.

# HEALTH

## Health Records

An up-to-date Health Form, complete with Immunization Record, must be on file for each student before the first day of attendance.

## Illness at Home

In order to reduce the spread of contagious diseases and to protect the health of others, please observe the following guidelines when sending your child back to school after an illness. Do not bring your child to school if he/she has any of the following:

- Fever of 100.0 F or greater within the past 24 hours. Students should be fever free for 24 hours prior to returning to school.
- Vomiting or diarrhea within the past 12 hours
- A streaming cold or persistent cough
- Severe stomach, head or earaches
- Unexplained rash

Please notify the school if your child contracts any contagious diseases. Many childhood illnesses have specific requirements about reporting outbreaks and readmission to school, so consult your physician for advice. A partial list includes: Chicken Pox, Measles, Mumps, Fifth's Disease, Streptococcal Infection (strep throat), Infectious Hepatitis, Meningitis, Impetigo, Conjunctivitis (pink eye), Ringworm, Head Lice, and Scabies.

## Illness at School

Students who become ill at school are sent to the front office and are made as comfortable as possible while the parents are contacted. If we cannot reach the parents, the next person on the Enrollment Form will be called. Please remember to keep your contact information current so we can contact you when necessary.

## Medication

Medications should be dispensed at home whenever possible. When medication is to be administered during the school day, a parent or guardian must bring it to the office in the original container, with the child's name and the administrative procedure clearly labeled. A "Medication Authorization" form, available in the office, must be filled out by the parent or guardian before any medication can be administered by school staff.

## **Medical Emergencies**

In the case of severe accident, injury or illness requiring emergency medical treatment, the school will call 911 first. Then the parents will be contacted and advised about the situation. If a student is transported to the nearest hospital by an emergency vehicle, a staff member will accompany the student. If the parents can't be reached, the child's physician will be called.

## **HOME/SCHOOL PARTNERSHIP**

### **Parent Conferences**

Parents are strongly encouraged to schedule conferences with their child's teachers anytime questions or concerns arise. Parent-Teacher Conferences may be requested by the student's teacher or the administration, but parents may initiate a conference at any time. Please contact the teacher(s) directly by e-mail or phone to arrange a meeting. The success of your child's education depends upon frequent and open communication between home and school.

Parents may also schedule a conference with an administrator if the issue is of a school-wide nature, by calling the front office.

### **Parent Communication**

The Wolverine News is published bi-weekly throughout the school year. This publication contains information about school activities and highlights of student accomplishments. Photographs may be submitted by parents for inclusion in the Wolverine. Please read the newsletter to stay informed about what is happening at school.

At the beginning of school Parent Information Nights for each grade level are held to inform parents of classroom routines, curriculum, and expectations for the year ahead.

As part of our school-wide communication system, the following systems are in place to keep you informed about your child's daily activities.

- RenWeb
- E-mail
- Voice Mail
- Parent Conferences
- Wednesday Folders (K-4 only)

## **Parent Community Organization / Parent Volunteers**

Children perform much better in schools when their parents are actively involved in their education. At Woodlands Prep, we invite parents to partner with us to optimize their child's educational experience. There are numerous volunteer opportunities available, both within the classroom and for school wide events.

Contact your child's teachers or the Parent Community Organization (PCO) at [pco@woodlandsprep.org](mailto:pco@woodlandsprep.org) for more information.

## **Parent Visitors**

Parents are welcome to observe their child's classes as long as they do not disrupt the learning process. Please contact the teacher directly to schedule a mutually agreeable time. All visitors, including parents, must sign in at the front office and wear a visitor's badge while they are in the building.

## **LUNCH AND NUTRITION**

Students may bring a lunch from home or order a catered lunch each day. Menus for the lunch program are sent home each month, beginning in September.

When packing a lunch, you are encouraged to include a calcium product (milk, cheese or yogurt) daily and a Vitamin A product (dark orange such as carrots or dark green such as broccoli) three times per week. Parents are welcome to join their children for lunch at any time. Please remember sign in at the front office before going to the cafeteria.

Students are responsible for helping to keep our campus clean. They are expected to eat and drink only in the cafeteria and to throw away their trash after eating. Pride in Woodlands Prep begins with each student assuming personal responsibility for keeping our campus clean.

## **HEALTH AND SAFETY**

### **Crisis Management Plan**

The safety and security of our students is the number one priority at Woodlands Prep. A copy of the Crisis Management Plan for the 2011-2012 school year is on file in the front office.

## **Emergency Drills**

Emergency Drills are held on a regular basis to teach students how to react in the event of an actual emergency. Students learn procedures for exiting the building during a fire, sheltering in place during inclement weather and lock down of the facility. Exit routes and safety equipment are located in all classrooms.

## **Visitors on Campus**

Since the safety and security of the students is our utmost priority, the following policies are in place for all visitors to the school:

- All visitors must sign in and out at the front office and receive permission to travel to other parts of the building, even parents who are visiting their child's classroom.
- Visitors are expected to wear a visitor's badge while in the building and to enter and exit through the front door.
- During morning arrival, students should be escorted only to the doors or front lobby of the building. If parents need to go upstairs or down the hallways, please stop and sign in at the front office first.
- Please schedule all meetings with teachers in advance rather than discussing concerns with them in the hallways or classrooms before, during or after class. Teachers can focus their full attention on your concerns if you schedule a meeting at a mutually convenient time.
- Teachers have been asked to keep their classroom doors closed while teaching for security reasons. It is disruptive to the learning environment if they have to stop teaching to answer the door, even for just a quick question.
- Side doors are to be used by staff only for recess and end-of-day dismissal.
- Students participating in after-school activities are escorted to the front lobby by the teacher at the end of class. Parents are asked to wait in the lobby until the students arrive.

By working together, we can ensure the safety of our students at all times they are on the school campus.

## **MISCELLANEOUS**

### **Counseling**

All students at Woodlands Prep are individuals, with unique backgrounds, experiences, strengths and challenges. Staff members are always ready and willing to work with students any time they encounter difficulties during the school year.

## **Backpacks**

Backpacks must be solid colors and free from designs that detract from a learning environment. All backpacks should fit in student lockers. Final discretion for the appropriateness of backpacks is left to the administrators.

## **Electives**

In order to provide a well-rounded education, Middle and Upper school students have a choice of elective courses each semester in addition to their core academic classes. Elective choices vary each semester and include Fine Arts, Technology, Foreign Language, and Athletics.

## **Physical Education**

Students in grades 2-12 participating in PE or Athletics are required to wear a Woodlands Preparatory School PE uniform. This includes:

- navy shorts, length within 1” of the knee
- white or navy PE uniform shirt (purchase in front office)
- socks and gym shoes

## **GENERAL POLICIES**

### **Cell Phones and other Electronic Devices**

If cell phones, iPods, MP3 players or other electronic devices are brought to school, they may not be used in the classroom. Students using a cell phone to text or take pictures in class may be subject to discipline for violating class rules regarding academic integrity. Students who need to phone their parents during the school day should come to the front office.

Teachers, administrators and school staff reserve the right to confiscate any electronic devices that are brought to class or used inappropriately. Parents will be asked to come to the front office to retrieve any confiscated items at the end of the school day. Repeated violations are addressed later in the handbook.

### **Field Trips/Guest Speakers**

Viewing “the world as a classroom” enhances the school curriculum and provides memorable experiences for students. Woodlands Prep teachers are encouraged to take advantage of the many educational opportunities available in the greater Houston area. Field trips are announced at least two weeks in advance and written parental permission is required. Parent chaperones may volunteer to accompany students on Field Trips by contacting the supervising teacher.

## **Lost and Found**

Please label all items of clothing with your child's name. When lost clothing is found with a name inside, it is returned to the owner. All other items are placed in the lost and found lockers in the downstairs hallway. At the end of each month, unclaimed items are donated to charity.

## **Teacher Workroom**

The downstairs teacher's workroom is a work station for teachers and parent volunteers. The upstairs teacher's workroom is reserved for teachers and parents are requested to respect their privacy. Please note that students are not allowed in the teacher workrooms unless accompanied by a staff member.

## **Valuables**

Money and other valuables should not be brought to school, as there is a chance they will be lost. When students are requested to bring money to school for a designated purpose, it should be sent in an envelope clearly marked with the student's name and given to the teacher as soon as the student enters the classroom. Woodlands Prep is not responsible for money or other personal items that are lost or stolen at school.

# **Intermediate Middle and Upper School Procedures**

## **ACADEMIC GUIDELINES**

### **Academic Dishonesty**

All students are responsible for work which is submitted in their name. Academic dishonesty (cheating) is not acceptable at Woodlands Prep and students caught cheating are subject to discipline. Academic dishonesty includes, but is not limited, to the following:

- using textbooks without permission while testing
- concealing notes, using “cheat sheets”, looking on someone else’s paper or copying someone’s work even with their permission
- using wireless communication methods during a test
- using unauthorized testing aids such as calculators
- copying passages, phrases, or ideas without proper citation
- giving OR receiving answers on a test or assignment

At times teachers allow students to work together on projects or other assignments during where sharing ideas is encouraged.

Plagiarism is taking credit for work which is not your own. This includes directly copying content, as well as using someone else’s ideas without giving them credit. Particular care must be taken when accessing the Internet for research purposes. Plagiarism includes cutting and pasting portions of articles, copying material word for word, or submitting an original document in its entirety. Credit for words, phrases and even ideas must be given to the original author. If a student is unsure about what constitutes plagiarism, the best course of action is to ask the teacher for clarification. If a student cannot reach the teacher before the assignment is due, the recommended action is to cite the source of the information.

Academic dishonesty results in a grade of zero for the assignment. Teachers consult administrators when an instance of cheating or plagiarism occurs. Because of the severity of the offense and the possible consequences later in life (automatic expulsion in college, termination of employment), all instances of cheating or plagiarism are taken seriously and parents are contacted. Repeated infractions may result in loss of academic credit, including a failing grade for the course, as well as suspension or expulsion from school.

### **Homework**

Through homework assignments, parents see the scope and sequence of the

instructional program. It is the **STUDENT'S RESPONSIBILITY** to request assignments and make up work missed when absent. Remember to access assignments through Ren-Web when students are absent.

### **Make-Up Work**

The general rule is that students have one day to make up missed work for each day absent. After a lengthy absence, teachers work with students to develop a schedule for completing make-up work in a timely manner.

### **Standardized Testing**

Middle school students will take the Stanford Achievement Tests and ninth, tenth and eleventh grade students take the Preliminary SAT (PSAT) each fall. Students in twelfth grade should register to take the SAT exam on the fall testing date. The school counselor will inform parents about PSAT/SAT testing dates as well as give advice about other standardized tests that may be administered.

## **ATTENDANCE AND PUNCTUALITY**

Consistent attendance is of prime importance for the educational development of each student. Students are expected to be in class on time, and prepared to learn. Regular and punctual attendance is an essential part of insuring the progress of student learning and instilling personal responsibility. Excessive absences and tardies typically have a negative impact on both the learning process and grade average.

### **Absences**

Regular attendance is critical to a successful education. Students and parents should work to minimize absences whenever possible. Students are responsible for completing all coursework missed during absences. Make-up work is to be arranged with each individual teacher.

Failure to arrange to make up missed assignments and/or failure to complete them by the arranged date may result in loss of academic credit for those assignments.

### **Tardiness**

It is the student's responsibility to be in class on time with all of the necessary materials. The student benefits from hearing all instructions and the teacher and other students are not disrupted.

After **four** tardies, students must serve a before school detention. Repeated infractions may result in after school detention or in-school suspension.

Weather conditions may legitimately be beyond your control and office staff will use their best judgment during these conditions.

## **COMPUTER/INTERNET USE**

Computer use and Internet access is an integral part of the instructional program at Woodlands Prep. Students are given access to the school's electronic communications system. With this educational opportunity comes responsibility. Students should read the regulations and agreement form to be sent home the first week of school. All students are expected to follow the rules for appropriate use of the school's electronic communications system.

### **Rules for Appropriate Use**

All students have an individual account and are responsible for maintaining the confidentiality of that account. This account is to be used for specific educational purposes only and not personal use.

Students are expected to follow rules of network etiquette (netiquette), by using appropriate language and being polite. Students are responsible at all times for the proper use of their account.

### **Inappropriate Uses**

- Accessing or using another person's logon, password, or sharing accounts
- Posting personal information about yourself or others online
- Downloading software, games, music, or other program without the prior permission of the teacher
- Using copyrighted information without receiving permission from the copyright holder
- Accessing or posting materials that are abusive, obscene, harassing, or offensive to others
- Gaining unauthorized access to restricted information or resources
- Any type of vandalism or destruction of the school's or another user's network resources, software, or systems settings
- Accessing sites such as FaceBook or My Space.com

**Please note** that the Internet is a collection of many different communications and information networks. It is possible that students may accidentally access material that is objectionable. While the school takes reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It is the

student's responsibility to follow the rules for appropriate computer and Internet use. Violations of these rules may result in denial of access to the school system, detention and/or suspension.

### **Driving/Parking on Campus**

Students who drive to school must have a valid driver's license on file in the front office. Cars must be parked in designated spots on the north side of the building. Students are not allowed to return to their cars or to leave campus during the school day without prior permission from school administrators. Student drivers are not allowed to drive other students off campus without written parental permission from the parents of both students.

## **DISCIPLINE PLAN**

Woodlands Prep is committed to providing a college preparatory educational program for all students. An essential part of this program is a positive and safe learning environment, in which all students demonstrate respect to others and assume personal responsibility for their behavior. When students follow established policies and procedures teachers have more time and energy to put into teaching and students benefit from a focused learning environment.

The following guidelines are the basis of the Discipline Policy. These guidelines are in place throughout the school, at all grade levels. All students are expected to:

- Treat others in a courteous and respectful manner through both words and actions
- Show respect for school property and belongings of others
- Maintain high standards of honesty and integrity
- Accept the consequences of breaking the rules

Teachers are responsible for setting standards of behavior and academic excellence within their own classrooms. These expectations are clearly communicated to students and parents in the course syllabus that is distributed at the beginning of the year/semester. The following code of conduct is in effect school-wide and is in addition to teacher requirements. All students are expected to:

- Arrive to class on time with all required materials
- Listen courteously when teachers or other students are speaking
- Address others in a polite and respectful manner
- Follow classroom expectations and guidelines
- Complete assignments in a timely manner

When student behavior does not meet the expectations of either the general code of conduct or the classroom expectations, teachers and administrators will

determine consequences for conduct violations. Woodlands Prep prefers to use logical consequences, so that the penalty fits the violation, reinforcing the concept that consequences are determined by choices that students make about their behavior.

While many disciplinary situations are described in this handbook, it is impossible to list every conceivable situation that could arise. Therefore, the school administration reserves the authority to handle any discipline issues that may arise, even if they are not specifically mentioned within this policy.

### **Level 1 Infractions**

Level 1 Infractions are minor incidents, which are disruptive to the school or the classroom. They include, but are not limited to the following:

- Repeated late arrival to school (unexcused)
- Tardiness to class
- Dress Code violation
- **Dress Code Infraction Policy:**

<b>Infraction</b>	<b>Consequence</b>
1 <sup>st</sup>	Dress code will be explained and student will be warned. Notice will be sent home to parent(s)/guardian(s)
2 <sup>nd</sup>	Detention will be assigned. Student will be expected to attend the following Tuesday/Thursday before school detention (BSD)
3 <sup>rd</sup>	Parent(s)/guardian(s) will be called to bring the required attire. Student will not be allowed to attend class until properly attired.
4 <sup>th</sup>	Administrative hearing, in-school suspension, and/or loss of “Casual” dress privileges may occur.

- Parking violation
- Inappropriate language or cursing
- Name calling
- Horseplay
- Rudeness or disrespect to others
- Inappropriate displays of affection
- Littering on the school property
- Eating or drinking outside of the cafeteria (except water bottles)
- Possession or use of cell phones, pagers, MP3 players, iPods, laser pointers or any other electronic media devices during the school day. It is suggested that these items be left at home. **All items of this nature must be kept in the student’s locker from 7:45 am until 3:00 pm and must be TURNED OFF** (not

on silent or vibrate). Cell phone usage is for after-school hours only. Students who need to call their parents during lunch may do so from the front office.

**Cell Phone/Electronic Infraction Policy:**

<b>Infraction</b>	<b>Consequence</b>
1 <sup>st</sup>	Item will be confiscated and turned over to the Dean of Students. Notice will be sent home to parent(s)/guardian(s). Student may retrieve item at end of academic day.
2 <sup>nd</sup>	Item will be confiscated and turned over to the Dean. Item in question will not be returned until the end of the next academic day (weekends excluded). Notice will be sent home to parent(s)/guardian(s).
3 <sup>rd</sup>	Item will be confiscated and turned over to the Dean. Detention will be assigned. Student will be expected to attend the following Tuesday/Thursday before school detention (BSD). Item will be returned to a parent at the end of the academic day.
4 <sup>th</sup>	Item will be confiscated and turned over to the Dean. Item will be held until collected by parent(s)/guardian(s).Administrative hearing and in-school suspension may occur.

- Inappropriate use of cell phones for picture taking while on campus is considered a conduct breach, even if pictures are taken after-school hours.

**Level 1 Consequences**

The staff member who witnesses the incident will verbally reprimand the student, document the incident on a Discipline Referral Form and send the student to the Dean of Students. Parents will be notified by phone or e-mail about the incident and the consequence. These include, but are not limited to, the following options. Additional consequences may apply depending on the nature and/or severity of the incident.

- Conference with Dean of Students
- Before School Detention (7:00-7:45)
- After School Detention (3:15-4:15)
- Conference with Dean of Students and parents
- In-School Suspension (ISS)
- Behavior Contract
- Behavioral Probation

Detentions must be served within three (3) school days of when they are assigned. If a student fails to attend the detention, the consequence will escalate to an In-School Suspension.

Repetitions of Level 1 Infractions will necessitate a parent conference and a Behavior Contract.

### **Specific Consequences**

In addition to the consequences listed above for Level 1 Infractions, the following actions may be taken:

- Repeated tardies – zeroes for missed assignments
- Dress Code violation – no admission to class until parent brings appropriate uniform clothing to school
- Driving or Parking violation – suspension of driving privileges
- Disrespectful Behavior - written letter of apology and/or suspension from activity
- Littering on school property – campus cleanup
- Eating or drinking outside the cafeteria – campus cleanup
- Using electronic devices during the school day – first-time violations result in confiscation of the item until the end of the school day. After a second offense, the item will be returned at the end of the school day to a parent only **after** receiving written acknowledgment from the parent that they understand this is the student's second offense. The third offense will result in a personal ban on the item being brought to school for the remainder of the semester.

### **Level 2 Infractions**

Level 2 Infractions are serious misbehaviors which jeopardize a student's continued enrollment at Woodlands Prep. These behaviors are considered detrimental or dangerous to the student and/or others. They include, but are not limited to, the following:

- Repetition of Level 1 Infractions
- Violation of a Behavior Contract
- Skipping class
- Vandalism of school or others' personal property
- Misuse of the school's computer system
- Improper or unauthorized use of school equipment
- Verbal abuse, flagrant disrespect to others, threatening others or verbal harassment in any form
- Physical aggression in any form, fighting or bullying
- Stealing or having unauthorized possession of another's property
- Cheating or plagiarism
- Possession, sale or use of tobacco or tobacco related products
- Possession, sale or use of alcohol products

- Possession, sale or use of illicit drugs
- Possession, sale or use of fireworks, firearms or any other weapons
- Felony Offense

## Level 2 Consequences

The staff member who witnesses the incident will verbally reprimand the student, document the incident on a Discipline Referral Form and send the student to the Dean of Students. Parents will be notified by phone or e-mail about the incident and a parent conference will be scheduled. Consequences include, but are not limited to, the following options. Additional consequences may apply depending on the nature and/or severity of the incident.

- Conference with school administrators and parents
- Community Service
- Restitution of property
- Behavior Contract
- Behavior Probation
- In-School Suspension
- Out-of-School Suspension
- Expulsion

**PLEASE NOTE:** While a student is serving an In-School or Out-of-School Suspension, it is expected that all missed class work and homework will be completed BEFORE the student's return to the classroom. At the teacher's discretion, a grade of zero may be given for all missed class work, homework or quizzes. Students may make up major tests missed during a suspension. It is the **STUDENT'S RESPONSIBILITY** to speak with his/her teachers upon the return to class to make arrangements for making up missed tests.

## Specific Consequences

In addition to the consequences listed above for Level 2 Infractions, the following actions may be taken:

- Skipping class – zeroes on missed work
- Misuse of school equipment or property – repair or replacement of damaged property
- Misuse of the school computer system – loss of computer privileges
- Cheating or Plagiarism – zero on the assignment
- Verbal abuse and disrespect – removal from class or activity, written apology
- Vandalism – repair or restitution
- Physical abuse, fighting or bullying – removal from the group
- Stealing – (taking or using another's property without permission, even if

someone is a friend or the incident is meant as a joke) - return of the item or restitution

- If a law has been broken, the proper authorities will be notified.

**PLEASE NOTE:** When a student is disciplined for a Level 2 infraction, the incident is documented in the student’s permanent file.

## DRESS CODE

We are excited about the year and the excellent learning atmosphere at Woodlands Prep. Uniform dress is required on all school days. Students in 5<sup>th</sup>-12<sup>th</sup> grades wear a three buttoned “golf” shirt with an embroidered school logo every day. Our supplier for uniforms is Lands’ End (800-469-2222; [www.landsend.com/school](http://www.landsend.com/school)). Lands’ End codes: School #9000-5544-3 Logo #0715033K (The logo application price is \$5.50)

The three types of school uniform standards are as follows: “Daily,” “Field Trip,” and “Casual.” Daily Uniform standard will be upheld Monday through Friday. Field Trip standard will be enforced to ensure the safety of the children and to present a single, uniformed appearance to the public. “Casual” dress will be awarded to intermediate, middle and upper school by the administration to the student body as an earned privilege. Once awarded, “Casual” dress privileges may be withheld on an individual basis and/or from the student body as a whole as the administration deems necessary.

The following chart outlines the types and colors of the Lands’ End clothing which constitute acceptable school dress.

<b>Attire</b>	<b>Clothing Description</b>
Daily Uniform	<p><u>Shirt</u> - Collared shirt w/logo (long/short sleeve mesh or interlock polo). No logos or insignias other than those of WPS are permitted to appear on the uniform. (Shorts and pants may be bought locally if they compare in style to Lands’ End.)</p> <p><u>Pants</u> – Cotton, navy/khaki in color, long skirt/skort or long shorts with belt.</p> <p><u>Shoes</u> – Dress shoes or tennis shoes may be worn. Flip-flops, high heels and inappropriate footwear may not be worn.</p>
Field Trip Uniform	<p><u>Shirt</u> - Chambray blue collared top w/ logo</p> <p><u>Pants</u> - Navy/khaki pants/long shorts/skort/skort <u>Shoes</u> - dress shoes or tennis shoes may be worn. Flip-flops, high heels and inappropriate footwear may not be worn</p>
Casual Dress	<p><u>Shirt</u> – Clean, sleeved shirt</p> <p><u>Pants</u> – Dress pants jeans, or long short/skort/ skort.</p> <p><u>Shoes</u> - Dress shoes or tennis shoes may be worn. Flip-flops, high heels and inappropriate footwear may not be worn.</p>
Outer Wear – coats, jackets, sweaters, sweatshirts, “hoodies,” vests, cardigans	<p><u>Outer wear</u> – Only single, solid color outer wear or outer wear bearing school logos, insignias or symbols may be worn during the academic day.</p>

**Please note:** The required length of all shorts/skirt/skort must, at minimum, reach the end of the longest fingertip. At no time should one's midriff be exposed, nor are low cut tops ever considered to be appropriate school attire. Pants may not be excessively baggy or hang below the natural waistline. All tops must have sleeves. No corporate logos, insignias, or symbols are allowed to appear on the uniform.

## **National Honor Society**

### **High School**

1. Student must meet the GPA requirement of 3.65 and have completed the first semester of junior year.
2. Student will submit NHS application after application and invitation letter is mailed home.
3. All teachers will be asked to give feedback on student.
4. NHS Faculty Council will review application and teacher feedback.
5. NHS Faculty Council will vote on student.
6. Students will receive a letter in the mail indicating the decision of the NHS Faculty Council.
7. Students will participate in a traditional NHS induction ceremony.

# **Lower School Procedures**

# ACADEMICS

## 1. Action

Action in the PYP sense is to provide students with “the opportunity and power to choose their actions, to act and to reflect on these actions in order to make a difference in and to the world.”

Effective action emphasizes the voluntary nature of the action; students using their initiative and of taking responsibility. It is the actions arising from genuine concern and commitment that form the basis of effective action. Taking action is generally a student-initiated activity that stems from student learning and represents individual understandings in a real life context.

So when you hear your son or daughter jumping up with delight about something they are doing to do that connects to their learning, encourage, praise, and support them as they are taking action!

## 2. Curriculum

### **Primary Years Program (PYP)**

The International Baccalaureate Primary Years Program is designed to build upon the natural curiosity of the child. Intended for children in kindergarten through fourth grade, students participate in six “Units of Inquiry” per year. Learning through inquiry means that children are given the opportunity to ask questions, research answers, and become involved in hand on activities that build knowledge gained in a relevant and engaging way. Each Unit of Inquiry lasts for approximately six to eight weeks, which allows time for children to delve deeply into the topic. To ensure that children acquire a broad base of knowledge, Units of Inquiry are developed under the following six organizing themes:

- Who We Are
- Where We Are in Place and Time
- How the World Works
- How we Organize Ourselves
- How We Express Ourselves
- Sharing the Planet

The six subject areas of Language, Social Studies, personal, social and physical Education, Mathematics, Science and Technology and the Arts are woven into the Units of Inquiry to provide a trans-disciplinary approach to learning. Each Unit of Inquiry is international in perspective and of global significance. Learning outcomes are set out in great detail in a comprehensive Scope and Sequence documents provided to IB schools by the International Baccalaureate Organization. These documents indicate by age group, the skills and knowledge that should be acquired by PYP students. Assessment is an integral part of each Unit of Inquiry, and students are given many opportunities to display their knowledge and skills. Assessments may consist of self or peer evaluation, presentations, written

assignments, computer generate projects, and more. Units of Inquiry often end with a celebration of learning to which parents and other students may be invited.

### **3. Homework**

The purpose of homework is to foster habits of personal responsibility and independence and to practice and reinforce new skills learned during the school day. The amount of time that students will spend doing homework varies, but the times listed below provide general guidelines about the total amount of time the typical student should spend on daily homework. Please use your own judgment regarding these time limits. If you find your child has to spend more time on homework please contact the teacher.

K	10 minutes
Grades 1-2*	20 to 30 minutes
Grades 3-4*	40-60 minutes

\*Does not include daily reading requirement of 20 – 30 minutes

### **4. Make-Up Work**

When a student is absent or tardy, the teacher will discuss expectations for make-up work with the student individually. It is the responsibility of the student to complete and submit make-up work by the assigned date. Teachers will work with students to develop this responsibility.

### **5. Testing**

From the day a student starts in school, assessment is an important part of learning. Assessment takes many forms; lesson-by-lesson informal assessments, class work, homework, projects, individual and group work, research, presentation (oral, aural, computer, visual, performance, etc.), quizzes and tests of skills, knowledge and understanding. Grades are given for internal tracking purposes and parents are informed if students are finding it hard to meet their learning targets. In addition, the Stanford Achievement Test is administered to first through fifth graders each year in the spring. Parents are notified before the test and guidelines for helping your child prepare are sent home.

The school expects students to be able to self- evaluate their work and be able to critically evaluate the work of other students in their class. Students will keep their work in a portfolio which will be reviewed regularly during the school year, allowing students to recognize areas of strength and weakness in their learning.

## **ARRIVAL TIME**

Our commitment to provide an environment that promotes academic excellence and instills personal responsibility includes regular and punctual attendance by students. Teachers are dedicated to helping students organize themselves and prepare for their classes each day. Students consistently arriving after 8:00 a.m.

miss important instruction and cause disruptions to the classroom learning environment.

In order to reduce the occurrence of tardies, the following consequences are in place:

- 3 tardies – Written warning
- 5 tardies – Phone call, detention
- 7+ tardies – Administrator/parent/student conference

## **DISCIPLINE PLAN**

The goal of the lower school discipline plan is to foster a desire for self-discipline, self-respect, and respect for others in the school. The lower school rules are simple and easy to remember:

**Be respectful**

**Be responsible**

**Be safe**

Students are informed of classroom and school-wide rules at the beginning of the school year. Frequent reminders are provided as students learn the expectations. Consequences are specific and clear. Every effort is made to teach students how their behavior choices result in consequences. Teachers communicate behavior expectations and discipline procedures to students and parents clearly at the beginning of the year. The following sequence illustrates how behavior concerns are handled by classroom teachers:

1. Communicate expectations to the student
2. Implement non-verbal and verbal warnings
3. Conduct a student conference
4. Contact parents or hold a parent/teacher/student conference

Any severe infraction or behavior endangering another student will result in immediate referral to the Dean of Students. A detention or in-school suspension may be issued.

## **DRESS CODE**

A mandatory dress code minimizes distractions and fosters school pride. A detailed copy of the dress code guidelines is available in the front office. Dress code violations may require that the student be held out of class until a parent brings clothing that adheres to the dress code. Repetitive dress code violations may result

in detention before or after school.

**LANDS' END UNIFORM INFORMATION GRADES K-4**

**Logo #: 0715033K School #: 9000-5544-3**

Uniform dress is required all school days unless notified otherwise. A field trip uniform will also be required for all students. **All tops require an embroidered school logo.** This year's logo has changed, but the old logo will still be acceptable to wear. The following is a list of the styles and colors of the "LANDS' END" clothing that is permitted:

**Field Trip Uniform:**

Chambray Blue Collared Top  
Khaki Bottoms (Shorts/Pants/Skirts/Skorts/Capri's)  
Tennis Shoes

**Collared Tops:**

White  
Maize  
Chambray Blue  
Classic Navy

**Sweaters:**

White  
Maize  
Classic Navy

**Sweatshirts and Turtlenecks:**

White  
Maize  
Chambray Blue  
Classic Navy

**Girls Jumpers:** (Must have collared top underneath)

Classic Navy  
Plaid (hunter/classic navy plaid)

**Pants and Shorts\*:**

Classic Navy  
Khaki (or Desert Khaki)  
Light Stone

**Skirts and Skorts\*:**

Classic Navy  
Khaki (or Desert Khaki)  
Light Stone  
Plaid (hunter/classic navy plaid)

\*These items may be purchased at a retailer other than "LANDS' END", but should conform to the uniform policy of a plain front.

### **UNIFORM REMINDERS:**

- Embroidered logos are required on all tops.
- All tops should be ordered from the “LANDS’ END” catalog. Clothing purchased from vendors other than “LANDS’ END” must be approved through the school.
- Bottoms may be ordered from any kids “LANDS’ END” catalogs but must conform to color. This will allow students greater choice as to their attire. (Note: Please select only the styles listed on the uniform information sheet, i.e.; pants, shorts, etc.....) Clothing purchased from vendors other than “LANDS’ END” must be approved through the school.
- Cargo shorts are allowed provided they are similar to those in the “LANDS’ END” catalog.
- Backpacks may be any solid color. Student’s initials only should be visible on the outside of his/her backpack. Please do not write the student’s full name.
- Shoes should have a flexible sole and be suitable for outdoor and physical activities.
- Girls are required to wear bike shorts, leggings, or hose underneath dresses and skirts.
- Coats and raincoats are left to the parent’s discretion, but students will not be permitted to wear them during class. Students wishing to wear outer layers should choose solid navy, white, or yellow sweaters/ sweatshirts, or wear navy spirit wear.
- Umbrellas are not permitted at school.

### **P.E. and Athletic Uniform**

White or Navy Woodlands Prep T-shirt (Available from the front office)

Solid color Navy, Gold, Khaki, or White shorts

## **BIRTHDAY CELEBRATIONS**

Students are welcome to celebrate their birthdays at school! Please contact your child’s teacher in advance before sending in a special snack. You will be informed of any food allergies or dietary restrictions within the class.

Students may join the Library Birthday Club by selecting a library-bound book from a pre-selected list to donate to the library. A name plate acknowledging the gift is placed in the front of the book identifying your child’s name and birth date. All students who donate books will be invited to a birthday celebration in the library at the end of the semester.

Please do not send party invitations to be handed out at school unless all the

students in the class are invited. Your child may also invite all of the girls or all of the boys, but if only a few children from the class are being invited, please deliver the invitations outside of school to avoid hurting the feelings of students who are not invited.

### **PERSONAL BELONGINGS**

Students should leave toys and personal belongings at home unless they are requested by the teacher for a special activity. Cell phones, iPods, electronic toys, toy guns/weapons, pets, stuffed animals, skates, skateboards, skate shoes and battery-operated items are not permitted at school.

Please do not send valuable items or money to school as they may get lost, stolen or broken. All personal items brought to school should be clearly marked with the student's name. The school is not responsible for loss or damage to personal items.

