

Carter G. Woodson Elementary  
School of Excellence  
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Mr. Brandon D. Clayton, Principal  
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## Parent/Student Handbook 2019-2020



**this year!**

**“Lights! Camera! Lead the way to SUCCESS!”**

In order to ensure the safety of our students and provide the most effective educational environment at Carter G. Woodson Elementary School of Excellence, we ask that you adhere to all District and School Policies and encourage your child/children to respectfully adhere to all policies as well. Please review and discuss all pertinent information with your child/children, as they will be expected to adhere to these policies while attending Carter G. Woodson Elementary School of Excellence. Thank you again for your continued support!

### AGENDAS

During the second week of school, students are provided with an agenda book. The agenda serves as a communication resource for parents, students and teachers. It is very important for parents to check their child's agenda daily for items such as homework, notes from teachers, and information related to your child's daily progress. If your child's agenda is lost, a replacement agenda may be purchased in the main office at a cost of \$5.00.

### ALLERGIES

Please inform the school of any allergies your child may have at the time of enrollment so that the proper precautions can be taken. If your child has a food allergy, please provide a medical statement that can be shared with teachers, food service workers, or anyone who has contact with your child. All allergies should be noted on your child's Emergency Information Card as well.

### ARRIVAL/DEPARTURE

The safety of our children is very important. For your child's safety we request that students not arrive at school before 8:00 a.m. and that they depart campus by 3:00 p.m. School personnel are not available to supervise early arrivals or late departures. The school will notify parents when students are in violation of this policy. **Students requiring supervision after 3:00 p.m. should enroll in the Communities in Schools After-School Program.**

*Parents of students who arrive before 8:00 a.m. will receive a written warning and will be charged child care fees.*

### ATTENDANCE

#### (ABSENCES AND TARDINESS)

Florida State Law requires the regular attendance of school-age children, as well as an explanation of any absence. Each time a student is absent, parents **MUST** send a written note to the teacher. Illnesses and death in the family are cause for excused absences.

The written note clarifies that the parent and/or guardian is aware of the student's absence. A student who is absent five (5) or more days during a grading period without a written excuse will be referred to the Truancy Arbitration Program.

A student is tardy when he/she arrives after 8:35 a.m. Students who arrive after 8:35 a.m. must receive a tardy slip before reporting to class. Habitual tardiness will result in a referral to the Truancy Arbitration Program.

### AWARDS

An Awards ceremony will be held at the end of each quarter. A schedule of times will be sent to parents. Students will be issued awards for the following:

- Perfect Attendance-student was present every day
- Faithful Attendance-student was on time every day
- "A" Citizenship-student received an "A" or "E/S" in citizenship
- "A" Honor Roll- student received an "A" or "E" in all subjects
- "A/B" Honor Roll- student received an "A" or "B" in all subjects
- Most improved- student was most improved in academics and/or conduct
- Data-based awards- students receive awards for high achievement on high stakes assessments such as iReady diagnostics and District mandated assessments

### BREAKFAST

All students are served breakfast free of charge from 8:00-8:30 a.m. in their classrooms. If your child arrives after the specified time, he/she will not be able to eat breakfast.

### CAFETERIA

The cafeteria uses a computerized system whereby all students, regardless of status (free, reduced, prepaid or cash), will have his/her own account. Students will have personal ID badges that will be scanned each time they receive lunch through the lunch line. Their initial ID badge is free; a fee of \$1.00 will be charged for the first replacement ID; and a fee \$5.00 will be charged for each replacement afterwards.

**Breakfast: Free**

**Lunch: Free**

Students will be expected to use good table manners during each meal. Our cafeteria plan is designed to recognize and reward appropriate behavior.

### CELL PHONES

Students are permitted to bring cell phones to school; however, cell phones must be stored out of sight and must be kept in the "off" mode while on school property during regular school hours. Any student who chooses to bring a cell phone will do so at his or her own risk.

### CHECK-OUT

Parents should go directly to the main office to check students out of school. Teachers will not allow students to exit the room until informed by the main office. Anyone granted permission to pick up a child from school must show proper identification (driver's license, work I.D., etc...), **INCLUDING THE PARENT!** No child will be released until proper I.D. is shown! **Parents will not be permitted to check-out students early after 11:15 a.m. on Early Release Days, and 2:15 p.m. on regular school days, rather they must wait to pick up child/children at the designated dismissal time.**

### CHILD CUSTODY

In cases of separation, divorce, or child custody; the parent or legal guardian must provide a copy of the court order to the school, along with a list of individuals who can legally pick up the child, or have school related information pertaining to the welfare of the child (report cards, attendance, etc....).

**\*Under no circumstance will information pertaining to any child be released via telephone... All inquiries must be made in person and proper identification **MUST** be provided!**

### CIVILITY

Children are easily influenced by adult behavior. Therefore, we ask that all visitors remember to demonstrate positive behavior while on campus. Any visitor exhibiting unruly behavior (using profanity, making threats to cause bodily harm, refusing to adhere to school and/or district policy, disrupting academic instruction or school functions, etc.) will be asked to leave the school grounds. For any visitor who refuses to leave the school grounds, the Jacksonville Sheriff's Office/Duval County Public Schools Police Department will be notified immediately.

### CLASSROOM VISITATION

Carter G. Woodson Elementary School of Excellence welcomes parents and guardians to visit our school and volunteer in our classrooms. Parents are encouraged to volunteer in the school/child's classroom at least one hour per school week. Teachers work on a planned schedule, therefore, unnecessary interruptions consume time and hinder classroom instruction. Therefore, parents must schedule a time for classroom visits with the administration at least 24 hours in advance. For the protection of students and school security, it is required that any person entering the building come directly to the school office before going to the main office and wear proper identification while on school grounds. All volunteers **MUST** be authorized by Duval County Public Schools as an approved volunteer. You can sign up for approval via the following link:

<https://dcps.duvalschools.org/volunteers>

### CODE OF CONDUCT

To assist parents, administrators and faculty in maintaining good order and discipline for all students, Duval County Public Schools has developed a Student Code of Conduct. This code applies to students' conduct on school grounds, going to and from school, and any location where our school is represented. Students are also expected to adhere to the Carter G. Woodson behavioral expectations at all time. Our school mascot is a cougar, and a Carter G. Woodson Cougar always **ROARS**:

Respectful  
Open-minded  
Accountable  
Responsible  
Safe

### COMMUNICATION

Carter G. Woodson Elementary School of Excellence works hard to keep parents informed concerning their child's progress at school and about important school activities. Progress Reports and newsletters are sent home periodically during each grading period. In addition teachers may request conferences, make telephone calls, send emails, and visit homes. Please note that due to the rigorous instruction taking place during the school day, teachers might not be able to interrupt instruction to have a conversation with a parent. At the beginning of the year, please discuss with your child's teacher the best time to call and the best method to communicate (call, text, email, Dojo, etc.).

Teachers and parents can communicate through the student's daily agenda that is given by the school as well. Parents and families can connect with our school via the following:

School website: [www.duvalschools.org/woodson](http://www.duvalschools.org/woodson)

Facebook: Carter G. Woodson School of Excellence

ClassDojo: [www.classdojo.com](http://www.classdojo.com)

**Tuesday Folders:** Along with other methods of communication, Carter G. Woodson Elementary School of Excellence will consistently communicate with families via Tuesday Folders. Each student will be given a folder that is sent home every Tuesday with important information from the school. This information will include but is not limited to:

School wide monthly calendars

Newsletters

Memos/event flyers

Permission slips

Progress reports/report cards  
Special forms to be completed and returned

There will be designated pockets for items that should be kept at home, and items that should be returned to the school in the student's folder.

### **CONFERENCES**

Communication between the school and the home is an essential part of the educational process; therefore, parent-teacher conferences are encouraged. Please call the school, write a note in your child's agenda, or complete a parent conference request form at the main office, when you desire a conference. Conferences may not be held during the instructional day, but should be arranged by appointment for either before or after class. Parent-teacher conferences requiring the attendance of the principal must also be scheduled in advance; however, such conferences will only be scheduled AFTER a parent/guardian has met with the teacher.

### **DISCIPLINE**

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. All expectations are developed and enforced with this thought in mind.

A School Wide Discipline Plan is used to enable teachers to create a classroom environment that is conducive to student learning and success. Students are governed by the same rules and expectations no matter where they are on school grounds. Our aim is to administer discipline with the child's welfare at heart- with decisiveness, firmness and justice.

### **DISMISSAL**

Students are dismissed each day as follows:

2:50 Car riders and Van riders

2:55 Walkers and Bike riders

3:00 Bus riders

Parents will not be permitted to check students out of school early after 11:15am on early release days and 2:15pm on regular school days as teachers are providing instructions and assigning homework.

All students should depart or be picked up by 3:00 PM.

**\*\*\*For your child's safety, transportation changes CANNOT be made over the phone. Please notify your child's teacher in writing if there is a change in the way they go home. \*\*\***

### **DRESS CODE**

#### **Carter G. Woodson Elementary School of Excellence is a UNIFORM SCHOOL!**

Student behavior is influenced by proper dress and grooming; therefore, dress and grooming is an important concern of school administrators and teachers at Carter G. Woodson Elementary School of Excellence. Uniforms are non-negotiable and may be purchased in the front office. If any student arrives to school without their appropriate uniform, their parent will be notified and required to take the child back home to change into uniform, or bring their child's uniform to the school. Along with the required uniform, Carter G. Woodson School of Excellence also has a general code of appearance as listed below. This code of appearance should be applied especially when student are allowed to dress out of uniform for special events such as field day, Spirit Day, after school events, and special field trips.

#### **General Code of Appearance**

1. The personal appearance of students shall be appropriate to the school setting.
2. The wearing of distracting, extreme, or inappropriate apparel is not permitted. Exposed midriff, revealing, and bareback clothes shall not be worn.
3. Hats, caps, sweatbands, bandannas, or any other head coverings will not be worn and should not be brought to school. If worn and confiscated, such headwear will be returned only to the student's parent/guardian.
4. Shoes or sandals must be worn at all times. Flip flops, thongs, or shoes without a back strap are not acceptable or safe footwear.
5. Tank tops, halter tops, spaghetti straps, undershirts, cut-offs, see-through net shirts, swim wear, or garments revealing underwear may not be worn.
6. Clothing displaying inappropriate logos and or advertisements for products with reference to sexually explicit nature (phrases or symbols), drugs, alcohol, gambling, and tobacco will not be permitted.
7. Hairstyles shall be appropriate and consistent with good grooming. Painted hair, shaved haircuts with obscene symbols or language are not allowed. Preparatory hair grooming (hair curlers, wave caps, or wrap caps) are not permissible.

8. To be consistent with good hygiene practices, cleanliness of the physical person and clothing is necessary.
9. Special costumes may be worn when recommended by the activity sponsor and approved by the principal.
10. Sunglasses are not permitted.
11. Clothing may not be worn "backwards" or "inside-out". Jeans or pants waistbands will be worn at waist level - not low on the hips.
12. Blue jeans are perfectly acceptable - torn or ripped jeans are not.
13. Suspenders may be worn - over the shoulders - not hanging down. Overall straps are to be worn over both shoulders.
14. Tight, distracting, or inappropriate apparel should be avoided.
15. It is strongly recommended that students not wear expensive athletic shoes and expensive jackets to school.
16. If the pants have belt loops, the student must wear a belt. Belts must be buckled in the front. Any excess belt hanging from the buckle must be looped through the belt loops.
17. Earrings are the only type of body piercing acceptable.
18. Any clothing symbolic of a cult or gang is not permitted.

This policy on personal appearance is meant to enable the students of Duval County to dress casually, but reasonably. It is the responsibility of all school personnel to report all violations of this policy to the appropriate administrator for action. Nothing in this policy shall be constituted to pre-empt the authority of the principal to act contrary to statements contained herein.

#### **Early Dismissal Dates**

Students are dismissed at 12:00 pm. Early Dismissal Days always fall on Wednesdays. The following Wednesdays will be Early Dismissal Days for the 2019-2020 School Year: August 28, September 25, October 30, November 13, December 11, January 29, February 26, March 25, April 29, and May 20.

#### **Early Dismissal Times**

Students are dismissed each early dismissal day as follows:

**11:50 Car riders and Van Riders**

**11:55 Walkers and Bike riders**

**12:00 Bus Riders**

All students should leave campus no later than 12:30 PM or parents will be charged a fee.

### **EMERGENCY INFORMATION**

It is very important that the classroom teacher and school office have an up-to-date list of emergency numbers for each student in cases of an illness or accident. Parents/guardians may request an additional "Blue Card" from the main office in order to make changes to emergency contacts and numbers.

### **EMERGENCY AND SAFETY DRILLS**

During the school year students participate in, and practice emergency and safety drills. These include fire, bus evacuation, severe weather alert, and lock down drills. Students will be instructed by their teachers regarding the guidelines and procedures for these drills. Students are expected to conduct themselves in a quiet, orderly manner.

### **FIELD TRIPS**

Field trips are a carefully planned part of the instructional program. During the school year students have the opportunity to participate in a variety of educational field trips. Notification will include information about the destination, departure and arrival times, costs, stops, etc. **Students with more than two (2) Class II Offenses will not be permitted to attend field trips without a parent/guardian chaperone.** The appropriate Field Trip Permission Form must be signed and returned to the teacher prior to the field trip. Telephone permission cannot be substituted for written permission from parents and guardians.

Parent/guardian chaperones are often needed for field trips. Parents who would like to volunteer to chaperone are asked to contact the teacher. It should be understood that only a limited number of parents are needed at one time and all who want to volunteer may not be asked to go to that particular trip. **Parent chaperones are also required to have a completed and approved Duval County Public Schools Volunteer Application on file prior to participating in any scheduled field trips.** Children who are not enrolled in Carter G. Woodson Elementary School of Excellence may not accompany chaperones on school field trips.

### **GRADING**

Duval County has adopted the following grading system:

<b>Kindergarten - 1<sup>st</sup> grade</b>	<b>2<sup>nd</sup> - 5th grade</b>
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90-100 = E (Excellent Progress)	90-100 = A
70-89 = S (Satisfactory Progress)	80-89 = B
60-69 = N (Needs Improvement)	70-79 = C
0-59 = U (Unsatisfactory)	60-69 = D
	0-59 = F

### HOMWORK

Homework is an important part of your child's educational experience. Homework will be assigned Monday - Thursday. All students are expected to read or be read to at least 30 minutes every night.

The purpose of homework is to reinforce classroom instruction. Please check your child's backpack and agenda each day to see if he/she has homework to be completed.

### ILLNESS

If your child becomes ill while at school, he/she will be sent to the school clinic. You will be contacted and informed of the situation. You must then make arrangements to have your child picked up.

\*For the safety and well-being of your child, we ask that you make arrangements to have your child picked up from the school within the hour for the following illnesses/emergencies:

- FEVER (100.00 or Higher)
- Diarrhea (Stomach Cramps)
- Vomiting (more than usual "spitting-up")
- Severe Asthma (with rapid heartbeat/student unable to speak)
- Abscess Tooth (with pain)
- Pink Eye
- Ring Worm

\*Parents please note: In order to ensure your child's safety, if the child is not picked up within the hour or if emergency contacts cannot be located, then the proper authorities will be notified in cases of emergency - Jacksonville Fire and Rescue, Department of Children & Families, Jacksonville Sheriff's Office.

### ILLNESSES (COMMUNICATIVE)

Your child may return to school following a contagious illness when the following circumstances are present:

- Chicken Pox -- all lesions are dry (medical statement required)
- Conjunctivitis -- no eye drainage (medical statement required)  
(Pink eye)

- Scabies -- medication (medical statement required)
- Pin Worms - medication (medical statement required)
- Hepatitis -- Doctor's release (medical statement required)
- Strep Throat -- medication (medical statement required)
- Head Lice -- Proof of treatment is shown/Head Check
- Ringworm -- Proof of treatment (medical statement required)
- Skin Lesions -- all lesions are dry (medical statement required)

### LOST AND FOUND

All items found should be turned in at the office. Inquiries should be made promptly at the office for any lost article(s). Parents should mark each child's name on all belongings to help with identification. Lost and Found reminders will be included in The Cougar Chronicles Newsletter and unclaimed articles will be given to welfare agencies every month.

### MEDICATION

According to Florida Statute 402.305, prescription and nonprescription medication brought to the School by the custodial parent or legal guardian **MUST** be in the original container. Prescription medication must have a label stating the name of the doctor, child's name, name of the medication and medication directions. All prescription and nonprescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label.

All prescribed and non-prescribed medication that is to be taken during school hours must be kept in the school office with a signed "Medication Release Form" on file. Medication Release Forms can be obtained from the school office or the school website.

### PARENT PORTAL

Duval County Public Schools launched a web site tool for parents to see individual student information, including grades, attendance, a school calendar and more. The **DCPS Parent FOCUS Portal** allows parents and students instant access to their grades, and will save teachers, faculty, and staff time that is formerly utilized manually processing grades.

It not only allows teachers to easily record scores, but calculates grades and automates the progress report and report card processes. This enables teachers and administrators time to collaborate and effectively communicate with parents on their student's performance.

Improved communication between teachers and parents is essential in ensuring that students, parents and schools are working together to improve academic achievement. To access this tool, parents will need a login and password which will be given at the main office. **Parents must present photo identification in order to receive their login and password.**

### PARENTAL INVOLVEMENT

Parent participation is very important to our educational program. Parents are encouraged to take advantage of opportunities to become involved with their children's learning. Among the opportunities for parent involvement include membership in PTA, serving on the School Advisory Council (SAC), and volunteering at the school. Parents may also participate in events such as Open House, Parent Nights, and Academic Workshops.

### PARTIES/CELEBRATIONS

To preserve valuable instructional time, it is preferred that student birthday parties be held during the class lunch time. If a parent/guardian would like to bring in treats for the class, they must receive the teacher's approval as we must consider student allergies and other dietary restrictions.

Duval County Public Schools also allows for two class wide parties during the school year. Carter G. Woodson typically reserves these two parties for Winter Break and End of School Year celebrations. Parent involvement is encouraged, and you may speak to your child's teacher about any donations needed for the celebrations.

### PATROLS

Patrols are on post daily from 8:00 a.m. - 8:30 a.m. and 2:50 p.m.-3:10 p.m. We ask that both parents and students respect and follow the directions of our Safety Patrols. Students not conforming will be reported and appropriately disciplined.

### PROHIBITED ITEMS

School hours should be spent engaged in school activities. Some items brought from home can be distracting and cause the neglect of classroom work. Students are prohibited from bringing toys, games, or audio equipment. **Toy guns are never permitted.**

### PROGRESS REPORTS

All K-5 students will receive a progress report every quarter. Please sign and return progress report the next day. Parents are strongly encouraged to schedule a conference with their child's teacher to discuss concerns.

### REPORT CARDS

Each quarter a student report card will be sent home with all K-5 students. Please sign, detach and return the signature portion of the report card only. The report card itself should be kept for your records.

### **RAINY DAYS**

Parents and students together should establish a rainy day procedure so your child knows what to do in case it is raining at dismissal time. Since it is not possible for all students to use the telephone on such days, plan ahead so the office telephone can be available for school business and unforeseen emergencies.

### **STUDENT SUPPLIES**

All students should come to school each day with the supplies needed for class work. The supplies should be replenished throughout the school year. Parents are encouraged to provide their children with a backpack so that books and other items can easily be carried. Students may also be asked to bring items to school for special projects.

### **TEXTBOOKS**

Parents or guardians are liable for loss, destruction, unnecessary damage or failure of students to return books. Students are responsible for textbooks and other materials loaned to them for their use and are expected to care for all books and materials without marking, writing, or damage of any kind.

### **VISITORS**

For the protection of the students, it is required that any person entering the building report directly to the main office to obtain a visitor's badge. Permission must be granted before going to any other part of the building.

**Please sign and return this page acknowledging your understanding and agreement to the "Expectations" at Carter G. Woodson School of Excellence.**

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**(Parent/Guardian Signature)**

**Agrees to and understands the Expectations at Carter G. Woodson School of Excellence.**

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**(Student Signature)**

**Agrees to and understands the Expectations of me while attending Carter G. Woodson School of Excellence.**

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**(Name of Child's Teacher)**

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**(Date)**