



PARENT HANDBOOK

*Addendum to the District's
"Students Rights & Responsibilities Handbook & Discipline Policy"*

2025 – 2026

8160 Antioch Road
Baton Rouge, Louisiana 70817
Phone: 225.756.3681 Fax:(225) 756-3684

Mission

Partner with the community to educate all students to their maximum potential in a caring, rigorous, and safe environment.

Vision

Students will graduate with the knowledge, skills, and values necessary to become active and successful members of a dynamic learning community.

School Website: www.wescubs.org



Dear Parents,

Welcome to Woodlawn Elementary! We're thrilled to have both new and returning students with us. This handbook is here to help you get acquainted with our rules, procedures, and expectations, as well as the East Baton Rouge Parish School System (EBRPSS) policies.

Collaboration between teachers and parents is essential for our children's success. Effective communication is vital, so don't hesitate to reach out to your child's teacher via email, written notes, or by requesting a conference.

Staying engaged in your child's education by checking homework nightly and monitoring conduct reports can help address concerns early. Research indicates that student learning improves when parents and teachers work together. We encourage you to volunteer, attend special events, and maintain regular communication with your child's teacher. Together, we can achieve great things.

Join our PTO and volunteer for special school activities. Your support is invaluable, and we truly appreciate it. We're looking forward to an even better year ahead. Welcome to the Woodlawn Elementary family! If you have any questions or concerns, please call the office.

Your partner in education,

Vanessa Bloss
Principal

WES Faculty & Staff 2025 - 2026
Office Staff/Admin

WES Faculty & Staff 2025 - 2026

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DAILY SCHEDULE

Students: 8:00 - 3:25

EXTENDED DAY PROGRAM

- Available for a fee daily from 6:45 a.m. until 8:00 a.m. and 3:30 p.m. until 5:45 p.m. (except on early dismissal days).
- Students must pre-register to participate. Homework assistance, computer, art, and sports activities are provided for the students.
- Only students enrolled in the Extended Day Program are allowed in the building before 8:00 a.m.

WOODLAWN ELEMENTARY SCHOOL-WIDE EXPECTATIONS

BE RESPONSIBLE

BE RESPECTFUL

BE SAFE

CLASSROOM RULES

1. Follow directions the first time given.
2. Stay at a designated workplace.
3. Talk only when permissible.
4. Keep hands, feet, and objects to self.
5. Be respectful to others.
6. Stand for the daily pledge.

HALLWAY RULES

1. Walk quietly to the right.
2. Place your hands by your side.
3. Enter the room when your teacher gives the signal.
4. Stop walking and stand with your hand over your heart during the pledge.

CAFETERIA RULES

1. Come in quietly.
2. Wash hands before getting food.
3. Get all items in line and walk to your table.
4. Stand by your seat until you're directed to sit.
5. Keep your area clean.
6. When lunch is over, pick up all the items, walk in line to the trash can.

CARPOOL RULES

1. Watch for your car tag number.
2. Quietly exit class
3. Walk silently down the MIDDLE of the hallway.
4. When exiting the building, follow teacher directions to your cone to enter your vehicle.

BUS RULES

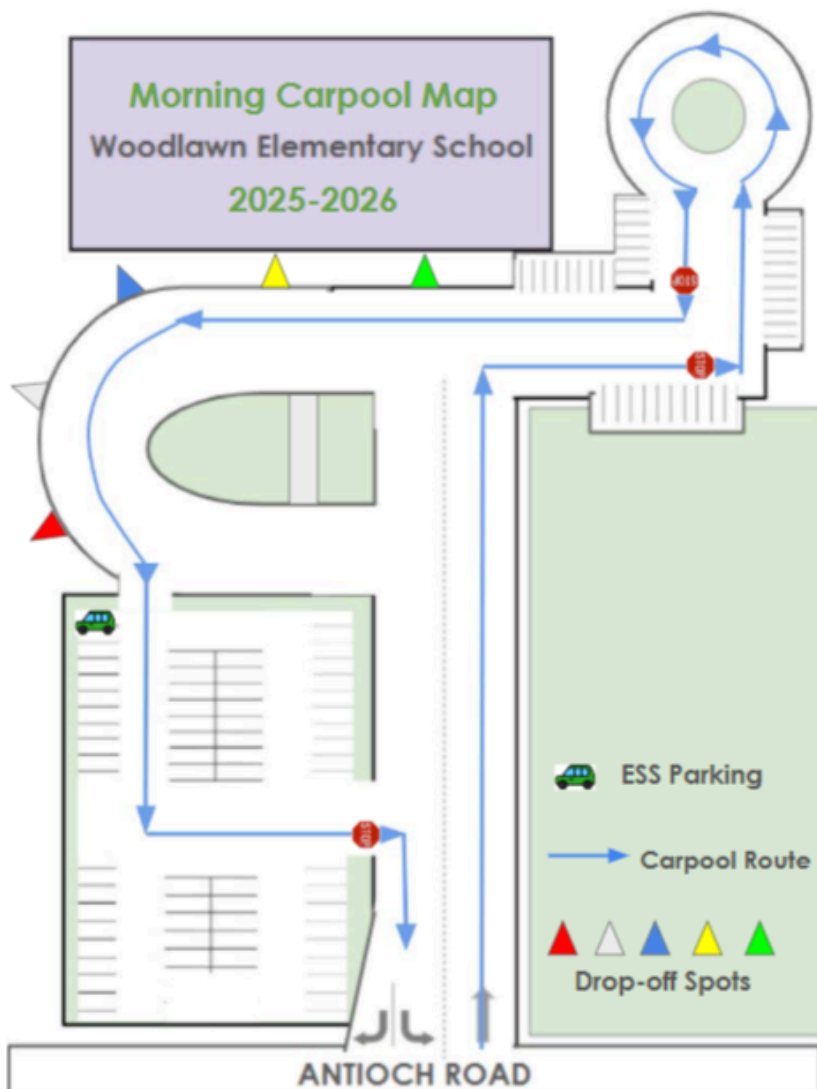
1. Walk in a single file line.
2. Walk quietly.
3. Walk in the MIDDLE of the hallway.
4. Do not get on the bus until a duty teacher gives you the signal.

RECESS RULES

1. Walk on the sidewalk; run on the grass.
2. No tackling or flipping.
3. When the 1st whistle blows, FREEZE Squat.
4. When the second whistle blows, walk quietly to your line.
5. Candy/snacks are not allowed.
6. No playing chase on the playground equipment.

W.E.S. Morning Carpool Procedures

- Morning carpool begins at 8:00.
- Follow the flow of traffic and directions from staff.
- Students must remain in the vehicle until you reach the drop off area.
- Students in grades 3-5 may exit the vehicle without staff assistance IN THE DROP OFF AREA.
- Students in Pre-K - 2nd grade should wait for staff to assist them from the vehicle.
- Morning carpool ends at 8:25. Parents must escort students into the front office after this time.



Parents of ESS students may park and escort students into the building.

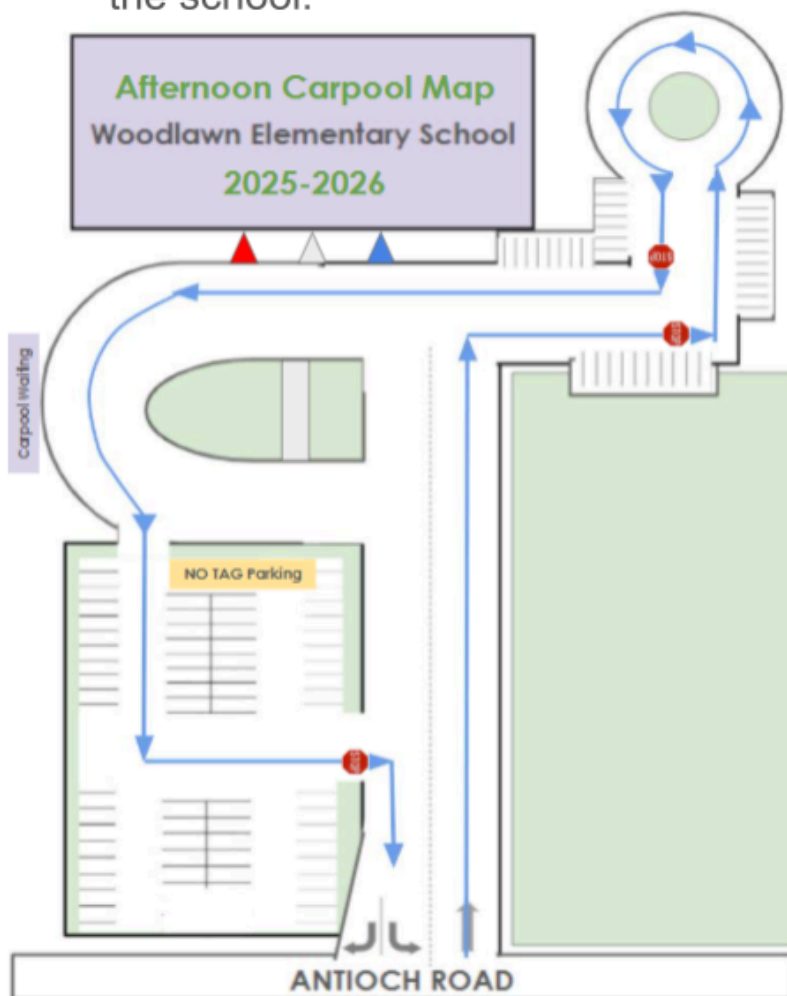
ALL other students must be dropped off in the carpool line.

Students MUST exit the vehicle on the passenger side.

Handheld Cell Phone use is prohibited in school zones, including carpool.

W.E.S. Afternoon Carpool Procedures

- Afternoon carpool begins at 3:15. Staff will begin collecting numbers in the carpool line at 3:00.
- Have your official WES carpool tag displayed as soon as you enter the carpool line.
- Your child will be waiting at a pick-up cone when you arrive. If your child has not arrived at their cone, your vehicle will be moved to carpool waiting and your child will be escorted to your vehicle once they arrive.
- Afternoon carpool ends at 3:40. Students not picked up by 3:45 will be sent to Extended Day and charged \$20.
- Pre-K students may be picked up at 3:00 from the front doors of the school.



NO TAG PROCEDURES

Please let your child's teacher know if a different person will be picking them up in carpool.

If you do not have an official WES carpool tag in the carpool line, you will be directed to remain in line and park at the NO TAG Parking area. Bring the NO TAG and a photo ID to the front of the school to collect your child.

Temporary carpool tags are available in the front office and at the NO TAG pickup.

WES Carpool Tags are required for the safety of our students!

****Additional carpool tags may be purchased for \$1.00.****

We thank you in advance for your support!!

BUS RULES

STUDENT ROLES

A school bus with undisciplined passengers is hazardous to the general public, and the students' misbehavior can lead to accidents. The driver must concentrate on the driving task and cannot be expected to discipline the students constantly while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

1. Cooperate with the driver; your safety depends on it.
2. Be on time; the bus can not wait.
3. Cross the road cautiously under the driver's direction when boarding and leaving the bus.
4. Follow the driver's instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the Principal to get on or off at a stop other than the designated stop.
7. Remain seated at all times when the bus is in motion.
8. Keep arms, head, or other objects inside the bus at all times.
9. Refrain from throwing objects in the bus or out of windows and doors.
10. Use emergency exits only for emergencies and when instructed to do so.
11. Refrain from eating or drinking on the bus.
12. Avoid using or possessing tobacco, matches, cigarette lighters, obscene materials, weapons, drugs, or other prohibited items on the bus.
13. Take no glass or other objects on the bus if prohibited by state, federal law, or local school board policies.
14. Take no band instruments, projects, or other objects too large or too hazardous to be held by the passenger or stowed safely under the seat. They will not be permitted on the bus.
15. Refrain from damaging the bus in any way.
16. Be courteous and safety-conscious. Protect your riding privilege, and enjoy the ride.

PARENT ROLES

1. Be familiar with and follow the local board and school-level policies for school bus transportation.
2. Have children ready and at their designated pickup points along the route.
3. Cooperate with the school and bus driver in teaching children safety precautions, good manners, and habits for school bus passengers.
4. Assist when there are disciplinary problems.
5. Avoid detaining the driver on the route
6. Avoid contacting drivers to change schedules, route assignments, bus stops, etc. (If a problem arises, contact the Principal or Supervisor of Transportation.)
7. Assist the school district in monitoring safe access to passengers by keeping bus

loading and unloading zones free of parked vehicles, trash, debris, or trimmed vegetation etc.

8. For students in Pre-K through 5th grade: For the first two weeks of school, a Parent/Guardian or Registered Designee should escort the student to the bus stop and wait with the student for the bus to arrive.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem by Child Welfare and Attendance.

ABSENCES

All absences require a written excuse from a parent or guardian **within three (3) days** after the child returns to school. Excessive cases will be reported to the Child Welfare and Attendance Office, whose personnel monitor school attendance. **Louisiana law** states that a child will repeat his/her present grade if unexcused school absences exceed 10 days per school year. Children are allowed to make up schoolwork if they are absent for any of the following reasons and return with the proper documentation:

- a. Personal illness
- b. Serious illness in the child's immediate family
- c. Death in the child's immediate family (not to exceed one week)
- d. Recognized religious holidays of the child's faith
- e. Natural catastrophe and/ or disasters

A **WRITTEN NOTE, or Email**, must be sent to the school and approved by the office if a child goes home by a different mode of transportation other than the one on file in the office. The office will copy the note and send an approved copy to the child's teacher.

All transportation changes during the day must be in writing and made before 1:00 p.m. Due to safety issues, we will not accept telephone calls.

Since there are no sidewalks in front of our school, no student will be approved to walk home.

Woodlawn Elementary Student Dress Policy

2025 - 2026

East Baton Rouge School Board has an approved, mandatory policy for all elementary school students, including kindergarten, to use a “standard uniform”.

- Navy blue bottoms (pants, shorts, skirts, skorts, and jumpers)
 - Not more than 5” above the knee
 - Jeans, biking shorts, tight-fitting/stretch pants (including leggings), and/or sweatpants are not allowed.
- Tights, not leggings, may be worn under skirts.
 - Solid colored tights only.
- Burgundy shirts/blouses with a collar.
 - Shirts and blouses are to be tucked in.
- Students are allowed to wear plain black, navy blue, white, gray or burgundy sweatshirts in addition to the school-issued sweatshirts inside the classroom.
 - No designs allowed on plain sweatshirts.
 - No hooded sweatshirts in the building.
 - Coats or jackets worn outside do not have to be uniform colors.
 - All students are strongly encouraged to wear Woodlawn Elementary Sweatshirts. These can be purchased online or in the office.
- Closed-toed shoes/sneakers must be worn with socks.
 - No sandals, heels, flip flops, Yeezy shoes, or Crocs.
 - Teachers monitor the safety of shoes.
 - For safety reasons, tennis shoes must be worn for Physical Education.
- Pre-K students are required to wear navy tops and bottoms.
- No hoop earrings, dangling earrings, bracelets, or necklaces are permitted.
 - This is a safety issue for children running and playing at recess and P.E..

Woodlawn Elementary Spirit T-Shirts or sweatshirts may be worn any day of the week and can be purchased using the online pay system.

****Please write your child’s name in ALL his/her coats, sweaters, etc. ****

Students not adhering to the dress code will be marked on their conduct sheet.

DISMISSAL

Children are dismissed at **3:25 p.m.**

CHECK OUT POLICY

Students cannot be checked out after 2:45 p.m.

Children must be checked out by a parent (or other authorized person listed on the emergency card) from the office during the school day. Children are considered absent for the entire day when checking out of school before 11:30 a.m. or checking into school after 11:30 a.m. **You will be asked to show a picture I.D. for confirmation. Parents cannot go to the classrooms to pick up students.** Teachers make homework assignments at the end of the day, and checkouts are disruptive to instruction. There will be no exceptions to this policy. Check-outs count against perfect attendance. If a child is too ill to stay in the classroom, the office will call the parents to come pick them up from school. **It is very important to keep all phone numbers current on your child's EMERGENCY CARD.**

CHANGE OF ADDRESS/AND OR TELEPHONE NUMBER

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

SCHOOL WORK PACKETS

Samples of a student's work are sent home every two weeks in a School Work Packet. Parents should review the school work with the student, sign the outside of the packet, and return it to the classroom teacher the next day.

Work Packet Dates

(Note: Packets will go home approximately every two weeks (Wednesday). Each Packet will include a Positive & Push comment to encourage Parents & Students to work on needed skills before the upcoming report date.)

August 20
September 3 & 17
October 1 & 15, 29
November 5 & 19
December 17
January 14 & 28
February 11 & 25
March 11 & 25
April 1, 15, & 29
May 13

PROMOTION REQUIREMENTS

To be promoted in grades K through 5, a student must meet the following criteria:

- A minimum of four quality points earned or an annual average of 1 quality point in both reading and mathematics in grades K-5. In grades 1-5 students must pass one other core subject (Science or Social Studies) with the same quality point requirements.
- A student may not be promoted if an "F" is earned in both 3rd and 4th nine weeks in the same subject.
- A performance level of on or above grade level in reading and math. The term grade level refers to the grade placement with respect to skills as indicated according to adopted textbooks, district-approved curriculum aligned to state standards as grade-appropriate for each grade level.
- **Louisiana Revised Statute 24.11.** The Louisiana Legislature has enacted Act 422 of the 2023 Regular Legislative Session, which mandates that students in traditional public schools must meet specific literacy proficiency standards to be promoted to the fourth grade. Third-grade students who achieve a well below composite score on the DIBELS 8th literacy screener will not be promoted to the next grade level. Additionally, please note that third-grade students must also satisfy the requirements for promotion based on your local school system's pupil progression, including but not limited to passing grades and attendance.

The grading scale for Achievement for core academic courses in Grades K-5 is as follows:

Grading Scale for Grades K-5		
Grade	Percentage	Quality Points
A	100-90	4
B	89-80	3
C	79-70	2
D	69-60	1
F	59-0	0



Elementary Important Dates **2025 - 2026**

Progress Reporting Dates **(4 1/2 Weeks reporting)**

Mid Marking Period	Date to be sent home
September 09	September 11
November 12	November 14
February 6	February 11
April 21	April 23

Elementary Report Card Dates

End of Marking Period	Date to be sent home
October 9	October 14
December 18	January 9
March 13	March 18
May 14	May 18

CELL PHONES

Students are not permitted to use cell phones on campus. If the student must have a cell phone for emergency situations, **the phone must be turned off at all times and kept inside their book sack.** Cell phones are the responsibility of the student and not the school. If a cell phone is turned on or being used anywhere in the **school or on the bus**, it will be confiscated and stored in Mr. Boatner's office until the parent picks up the cell phone. Additional offenses of unauthorized use of a cell phone may result in suspension.

BIRTHDAY TREAT POLICY

Parents may provide individually factory-wrapped treats. **No balloons, flowers, gifts, or drinks are allowed.** Students may pass out birthday invitations but only if all students in the class receive an invitation. (All of our students are important).

TOYS AND PERSONAL ITEMS

Students are not permitted to bring electronic games, trading cards, toys, fidgets, or other personal items to school. Woodlawn is not responsible for items which may be lost, stolen, or damaged while at school. Unauthorized toys/items will be confiscated and parents will be required to pick them up from school.

DISCIPLINE

All students are provided with copies of a Student Rights and Responsibilities Handbook. Please read it carefully to understand EBRPSS policies in regard to discipline procedures.

To maximize each child's opportunity to learn, our school follows a school-wide PBIS SEL behavioral model. This plan specifies rules for the classroom, playground, cafeteria, and bus. Children who do not follow the rules will receive one or more of the following consequences: Recess Detention, After School Detention, Time-Out Room, Suspension, or Expulsion to the Discipline Intervention Center.

RESET ROOM

Students with chronic disruptive or dangerous behavior will be removed from the classroom to the Reset Room for a period of thirty (30) minutes to an entire day, depending on the infraction.

ZERO TOLERANCE

The EBRP School System takes a position of "ZERO TOLERANCE" with regard to weapons, explosives, physical attacks or batteries (two-or -more-one-on-one fights), and illegal narcotics, drugs, and controlled substances.

REASONS FOR BEHAVIOR REFERRALS:

Referrals are used for serious misbehavior that occurs on school property (playground, bus, building, or in the classroom).

These misbehaviors include, but are not limited to, the following:

1. Being disrespectful toward teachers, staff, or other students.
2. Willful disobedience.
3. Fighting.
4. Bringing inappropriate or injurious articles on campus; possessing weapons.
5. Smoking or other use of tobacco.
6. Leaving class, campus, or other location without permission.
7. Defacing or destroying property.
8. Throwing objects liable to injure others.
9. Committing an immoral or vicious act.
10. Using profane language

11. 4 or more tardies

(Refer to the EBR Rights and Responsibilities Handbook Discipline Policy given to each student.)

Consequences for Minor Infractions

The procedures are:

1. Warning (verbal, name on board, etc.)
2. Classroom consequence (points off conduct card/conduct grade).
3. TIME OUT with a partner teacher for up to fifteen (15) minutes.
4. Referred to the Reset Room

SEE THE EBRPSS STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK AND DISCIPLINE POLICY FOR FURTHER INFORMATION.

RECESS

All children go outside for recess unless it is raining, excessive heat, or below freezing temperatures. If for serious medical reasons, your child needs to remain inside during recess, you must send a note from the doctor to the teacher.

FIELD TRIPS

Students have to have an EBRPSS field trip permission form signed by a parent or guardian to participate in a school field trip. Students are required to ride the bus to and from the field trip. Discipline assignments take precedence over all school activities, including field trips. **Students with chronic behavioral issues that result in suspensions and/or expulsions may lose eligibility to participate in school events as determined by the principal or designee.**

***ALL MONEY FOR FIELD TRIPS AND SPECIAL EVENTS
MUST BE TURNED IN BY 10:00 AM***

SCHOOL VISITORS

We welcome visitors to our school. **To guarantee the safety of our children all doors to the outside will remain closed and locked at all times. All visitors (including volunteers) must first sign in at the office and get a Visitor's Pass before going anywhere on campus. All visitors will be asked for identification before entering the building.** If you are observing a class, this must be approved by both the teacher and administration at least 48 hours in advance. Please do not interrupt instruction during classroom visitation. Visitors should enter the classroom quietly and be seated quickly. Please do not interact with the teacher or students during class time. If you want to conference with your child's teacher, you need to schedule a conference either before or after school. Visitors are requested not to stay longer than 15 minutes for observations. Longer visits tend to

distract the children from their work. Preschool children cannot accompany a parent to observe in the classroom. Visitors not appropriately dressed will not be allowed to enter classrooms or remain on school grounds. All classroom observations end at 3:00 p.m.

Pre-K Staggered Start Schedule 2025-2026

Welcome to the Amazing EBR Pre-K Program!

The following schedule is outlined for the first week of school. Parent meetings will be held on **Thursday, August 8, 2026 at 11:00 A.M.**. The staggered schedule days will support pre-kindergarten students to enter the program with ease.

Thursday, August 8, 2026 Time: 11:00 A.M.	All parents will attend an in-person parent meeting hosted by the teacher.
Friday, August 9, 2026 8:00 a.m. - 3:30p.m	1/3 of the students will report for 1-day orientation. Only students with the last name beginning with A-F will report to school.
Monday, August 12, 2026 8:00 a.m. - 3:30 p.m.	1/3 of the students will report for 1-day orientation. Only students with the last name beginning with G-M will report to school.
Tuesday, August 13, 2026 8:00 a.m. - 3:30p.m.	1/3 of the students will report for 1-day orientation. Only students with the last name beginning with N-Z will report to school.
Wednesday, August 14, 2026 8:00a.m - 3:30p.m	All pre-k students will report to school.

WES School Calendar

Jean Day (Students can wear jeans every Friday for \$1.00) PTO

August

- Aug. 7: First Day of School for Students
- Aug. 20: Work Packets Sent Home

September

- Sept.1: Labor Day- No School
- Sept. 3: Work Packets Go Home
- TBA: Grahams with Grands: Pre-K
- TBA. 6: Grandparents Day - Bingo: 1st Grade
- Sept. 11: Progress Reports Issued
- Sept. 12: PBIS
- Sept. 17: Work Packets Go Home
- Sept 29-Oct 3 Rock Your School

October

- Oct. 1 Work Packets Go Home
- Oct. 9: End of 1st Nine Weeks
- Oct. 10: PBIS
- Oct. 14: Report Cards Issued
- Oct. 16: \$5 Snack Sale
- Oct. 17 - 21: Fall Break- **No School**
- Oct. 15 & 29: Work Packets Go Home
- Oct. 29: Individual and Class Pictures
- TBA: Awards Program
- TBA: I-CARE Red Ribbon Week

November

- Nov. 5: Work Packets Go Home
- Nov. 11: Veteran's Day Program
- Nov. 12: Progress Reports Go Home
- Nov. 14: PBIS
- Nov. 17 - 21: Fall Book Fair- ***Volunteers needed*
- Nov. 19: Work Packets Go Home
- Nov. 21: Thanksgiving Luncheon (2nd & 3rd Grade)
- Nov. 21: Raising Cane's Fundraiser
- Nov. 25 - 29: Thanksgiving Break-**No School**

December

- Dec. 4: Pictures with Santa
- Dec. 17: Work Packets Go Home
- Dec. 18: End of 2nd Nine Weeks
- Dec. 19: Teacher In Service Day- **Students No School**
- Dec. 22 - Jan. 6: Christmas/Winter Break -**No School**

January

- Jan. 7: Students **Return to School**
- Jan. 7: Beginning of Third Nine Weeks/Second Semester
- Jan. 9: Report Cards Issued
- Jan. 9: PBIS
- TBA: Awards Program-Invitation Only
- Jan. 14: Work Packets Go Home
- Jan. 19: Martin Luther King Holiday- **No School**
- Jan. 28: Work Packets Go Home
- Jan. 29: Picture retakes

February

- Feb. 2-13: VDay Grams For Sale
- Feb. 4: Work Packets Go Home
- Feb. 11: Progress Reports Issued
- Feb. 11: Work Packets Go Home
- Feb. 13: PBIS
- Feb. 17: Jr. Beta Convention - Lafayette
- Feb. 25: Work Packets Go Home

March

- Mar. 11: Work Packets Go Home
- Mar. 13: End of 3rd Nine Weeks
- Mar. 18: Report Cards Issued
- Mar. 25: Work Packets Go Home
- Mar. 19: \$5 Snack Sale
- Mar. 20: PBIS
- TBA: Awards Program-Invitation Only

April

- Apr. 1: PBIS Leap Bowl
- Apr. 1: Work Packets Go Home
- Apr. 3-10: Spring Break- **No School**
- Apr. 23: Progress Reports Go Home
- TBA: Family & Me Picnic Sing Along (Kindergarten)
- Apr. 24: PBIS
- Apr. 29: Work Packets Go Home
- Apr. 27 - May 1: LEAP TESTING

May

- May 1: LEAP TESTING
- May 13: Work Packets Go Home
- May 7: Kindergarten and 5th Grade Cap & Gown Pictures
- May 14: Spring Performance (All Grades)
- TBA: 5th Grade Promotion
- TBA: Pre-K Promotion
- TBA: Kindergarten & 1st Grade Award Ceremony
- May 21: 2nd, 3rd & 4th Grade Award Ceremony
- May 18: Report Cards Issued
- May 20: Last Day for Students End of 2nd Semester

Dear Parents:

At Woodlawn Elementary, we deeply value the art and practice of reading, recognizing its importance in your child's overall development. Research indicates that the more your child reads, the more success they will achieve in school.

Our students have access to a diverse collection of books and materials. We encourage both students and parents to make frequent use of the Library Media Center. Share in the joy of reading with your child and make it a daily habit.

It's also important for students to understand the responsibility that comes with borrowing materials from the school. Please help your child learn to care for these items properly. When library materials are checked out, students are responsible for returning them on time and in good condition. If any library materials or classroom textbooks are lost or damaged, please inform me so that we can arrange for appropriate payment.

If you need any assistance, please feel free to call or visit our Library Media Center.

Sincerely,
Rita Guillote
Library Media Specialist

