

Woodlawn Elementary School P.T.A.

September, 1970

DEAR PARENTS,

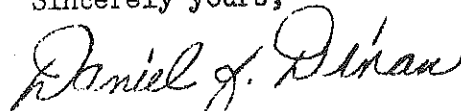
On August 31, 1970, Woodlawn's final academic year begins. As you know, our children will enter the new Glebe School in the ensuing year. This is not to imply, however, that the "spirit of Woodlawn" is about to enter its final death throes.

To the contrary, all of us at Woodlawn look forward to a year in which our children will receive the very best that any educational system can provide. This will be made possible only if each of you will cooperate with us to provide our children with the results of our efforts to make this school year the "best possible."

We can do this through our Woodlawn P.T.A. Please attend our meetings on the third Wednesday of each month at 8:00 p.m., or assist us otherwise in our common goal to give our children the finest educational opportunities available.

We look forward to meeting each of you during this school year.

Sincerely yours,



Daniel J. Dinan
President, Woodlawn P.T.A.

HANDBOOK FOR PARENTS

WOODLAWN ELEMENTARY SCHOOL
4720 - 16th Street, North
527-1412

FOREWORD

This handbook was prepared especially for the parents of children at Woodlawn School. It was written and edited through the cooperative efforts of the school staff and the Woodlawn PTA to answer questions concerning the educational philosophy and administration of the school.

As a parent you can assist the school by familiarizing yourself with the contents of this booklet and by joining the PTA. Woodlawn PTA meetings are held on the third Wednesday of the month.

Any additions, suggestions, or changes you may care to recommend in this guide will be welcome at any time.

We wish to thank Mrs. Hammerly for her help in the preparation of this Handbook.

GENERAL SCHOOL INFORMATION

ENTRANCE REQUIREMENTS

Children must be five years old on or before October in order to enroll in kindergarten. The Woodlawn kindergarten is housed in the Langston Kindergarten Center, 4854 Lee Highway.

All children who are six years old on or before October 1 of the current school year are accepted for placement in Primary 1.

ABSENCES

Irregular attendance will affect the quality of a pupil's work. Therefore, we will expect regular attendance unless illness interferes.

When a child is absent or tardy, he must bring a note giving the date and the reason for his absence or tardiness. Teachers are required to keep a record of absences for each child, listing the specific cause of the absence. Actually, the only legal absences are illness, quarantine, death in the family, religious holiday, and acts of God such as floods, hurricanes and storms.

Any pupil who has been excluded from school because of illness should remain at home until he has been symptom-free for 48 hours. This also applies to children who have been ill at home the night before or who were absent one day prior to illness. (See Communicable Disease Chart on page 10.)

CODE OF BEHAVIOR

The Staff, members of the PTA Executive Committee, and Student Representatives of the Student Council developed a Code of Behavior for Woodlawn last fall. The Code will be reviewed this fall with the children.

The General Guidelines of Student Conduct and Behavior adopted by the Arlington County School Board are the basis for the specific Code of Behavior developed by the Student Council at Woodlawn. Two sections of the Guidelines seem particularly important to us in our school community.

Introduction: ...and to provide the best education possible for every student.... can only be accomplished in an atmosphere of orderly freedom in which professional staff, students, and parents can freely express themselves while acknowledging their responsibility to each other and to the good of the total community.

and

Discipline: The student has the responsibility to respect the rights and privileges of others and to conduct himself in a manner which will allow all to receive the best education possible.

The Code of Behavior at Woodlawn has been developed with that background of understanding.

Dress: The Woodlawn dress code should be appropriate to the age level of the boys and girls. For girls it is permissible to wear skirts, dresses, culottes, bermudas, or slacks. Boys may wear bermudas, jeans, or trousers. Shoes safe for normal activity will be worn.

Property: Children are expected to respect school property and the property of other children in the school.

**Disagreements
among**

Children: When children disagree and cannot resolve the differences without fighting, they are asked to report their problem to their teacher or another adult. The staff member is expected to counsel the children. If disagreements persist, parents will be involved in resolving the problem.

Student

Council: The Student Council will meet weekly to discuss problems and concerns of the students or school concerns.

Language: Vulgar language is not permitted.

Safety

Patrols: Children will respect the Safety Patrols and follow their directions.

Parents: Parents will familiarize themselves with the Arlington County Guidelines of Behavior and Woodlawn's Code of Behavior and support the school in its effort to enforce the general and specific regulations.

Ethical

**Responsi-
bilities:**

Students, staff members, and parents have the responsibility to respect the dignity and worth of other classmates, other staff members, and other parents by not fostering rumors, spreading misinformation, or other activities of this type.

DOGS

Parents are requested to cooperate with the school in handling the problem of dogs. Please see that your dog does not follow your child to school. The law, as you know, calls for leashing of all dogs. Frequently, a number of dogs do appear on the playground. As a safety measure to protect the children, the Animal Rescue League must be called.

FIELD TRIPS

Arlington's location in an area of national and historical importance lends particular importance to the value of field trips which can provide firsthand experiences and motivate and widen interest in many areas of study.

Careful planning is an essential part of a field trip if it is to result in meaningful learning experiences. Parents accompanying groups can be of invaluable assistance in helping to make the trip successful.

Bus transportation is provided to distant points at a cost of 25¢ per child per trip.

A permission slip, signed by a parent or guardian, is a requirement asked by the County before your child can be transported by bus or private car.

HEALTH SCREENING

The School Health Services have established an annual procedure for health screening.

Physical examination - Entrance requirement

Height, weight, vision testing - All children annually

Hearing tests - Children in grades 1 and 4 and all children new to the school

HOMEWORK

Frequently, parents express concern that their children don't have homework and request that teachers give more home assignments. It would be well for all parents to familiarize themselves with the county policy for homework in the elementary school.

A pupil is usually expected to complete his work under the supervision of his teachers. Samples of this work will be sent home frequently so that the parent can see some of the work his child is doing. In those instances where the teacher feels homework will meet a particular need of the student, she will plan carefully with him for some work to do at home. If the child is not following through on these assignments, parents will be informed and their cooperation enlisted.

In addition, elementary teachers all encourage further exploration at home on matters related to class work which are of particular interest to pupils. In the upper grades, particularly, many of the assignments of this type will be of a long-range nature which the pupil is given several weeks in advance. If a child seems heavily burdened on a particular night with a homework assignment due the next day, the school suggests that the parent check with the teacher to ascertain when the assignment was made.

LENGTH OF SCHOOL DAY

The length of the school day is 9:15 AM to 3:30 PM. Pupils should not arrive at school before 9:00 AM. Parents are urged not to send their children to school before this time. Pupils are expected to go right home after school. If it

becomes necessary to keep a child after school, the parent will be notified by phone.

EXTENDED DAY

Beginning October 5, Woodlawn School will be open for children whose parents register them for a supervised extended day program. The morning session is from 7:30 to 9:15, and the afternoon session is from 3:30 to 6:00. This program is designed to assist working parents. More information including the cost to parents will be available later in September.

RELEASING CHILDREN EARLY

When it is necessary for you to take your child out of school before the regular dismissal time, the school requests that you notify the teacher in advance in writing, stating the reason for the request. No child will be dismissed until the parent calls for him unless the written request specifically states that the child is to walk home at a given time. When request is made by telephone, the school must be sure the call is from the parent. If there is the slightest doubt, the child will not be permitted to leave until identity of the call is established through a return telephone call.

EARLY DISMISSALS

There will be an early dismissal for all children each Wednesday at 1:45 PM in those weeks in which no holiday for children occurs. Please refer to the school calendar for the dates. Page 13

DELAYED OPENING OF SCHOOLS AND EMERGENCY CLOSING OF SCHOOLS

From time to time the schools open later or close earlier than the usual time due to hazardous weather conditions. The Superintendent of Schools makes the decision to open late or close early based on advice of the Weather Bureau and the Police Department. The announcement is made over the local radio and TV stations.

The delayed opening schedule for elementary schools is 10:00 AM.

When it is necessary to close school early, the first concern is for the safety of the children. No child is dismissed until we have referred to the form that parents filled out telling the children what to do in case of an early closing. Frequently the lunch schedule must be moved up. We urge parents NOT to call the school to inquire if there is early dismissal. The line must be kept open so the Superintendent may reach us for emergency instructions.

LOST AND FOUND

Lost and found items are turned in to the office at Woodlawn. Parents and children are welcome to come at any time to look over the collection. Labeling

the clothing of the children makes returning items much easier. At the end of the year all unclaimed items are boxed and sent to the Education Center for disposal.

LUNCHES

Lunch is served in the Woodlawn Cafeteria between 12 and 1 o'clock each day. The cost of the lunch, including milk, is 40¢. Children may bring their lunches. Milk only is available at 3¢ a half-pint at the present time. The cafeteria is managed on a daily cash sales basis.

Woodlawn School is one of the elementary schools participating in the pre-packaged lunch program. We take a lunch count each day to be sure we have enough lunches. We are prepared to provide for a few children who may forget their lunches or forget to tell us ahead of time. Credit is extended until the following day.

The School Lunch Office sends a menu home each month. If you have any questions, please call Mrs. Huko, our Cafeteria Manager, at 525-1252.

GOING HOME FOR LUNCH

Any child may go home any day for lunch. Please send a note to the school requesting that your child be excused at lunch time. If you expect your child at home every day, one note for the year is sufficient.

PARTIES

Parties are restricted to three a year, and no more than one hour is allowed for each party. The assistance of Room Mothers or their designated representatives is available to parties, but we encourage teachers to help the children do the major part of the planning themselves.

REPORTING TO PARENTS

The reporting system will be new this fall, reflecting parent study and guidelines adopted by the School Board. Each child in grades 1 through 6 will be graded in the major subject areas on effort and achievement. There will be four written and two conference report periods. In addition, in the fall the teachers will schedule meetings for parents, giving them an overview of the year's work planned in their children's classrooms.

SPEECH SCREENING

Speech screening is done by the speech teacher assigned to each school. Children in grades 1 and 4 and all children new to the school are tested. Children with speech problems are helped by the speech teacher.

SUPPLIES

The school furnishes most of the materials needed by the children. However, children are expected to supply their own pencils, paper, notebooks, and other miscellaneous small supplies. These miscellaneous supplies may be purchased in the School Store any school day from 9 to 9:15 AM.

Textbooks are provided free and are listed on individual pupil book contracts, with title, number, and condition. If a book is damaged beyond reasonable wear, or is lost, a charge is made.

TESTING PROGRAM

All children in the Arlington Public Schools participate in a standardized testing program. The information is used by teachers to improve the instructional program. For the first time this coming school year, all children in grades 3 through 6 will be given the California Aptitude and Achievement Tests. The results of the tests will be given to parents at the fall conferencing period, showing each child's strength and weakness in relation to his aptitude. These tests will be administered the week of September 8. Children in grade 2 will continue to take the Metropolitan Achievement Test in January. All kindergarten children take the Metropolitan Readiness Test in February. Anyone who missed the readiness test in kindergarten may be given it in grade 1.

VISITS TO SCHOOL

You are invited to visit Woodlawn often. By working closely together and by understanding one another's problems, we all do a better job for our children. Before going to a classroom, please clear all visits through the office. The office will have information on any testing situation or any similar situation which would make it inconvenient for the teacher to receive a visitor.

While you are visiting, remember two things: 1) that visiting time is not the time for a talk with the teacher; and 2) that much has gone on before and much remains to come after your particular visit.

PAPER DRIVES

Mr. Dungan heads the Fathers' Committee which is responsible for the Paper Drives in 1970-71. The dates for the collections are as follows:

September 12, 1970

October 17, 1970

November 21, 1970

February 20, 1971

March 27, 1971

May 1, 1971

June 5, 1971

ADVISORY COMMITTEE

Legal responsibility for educational policy in the public schools of Arlington County lies with the School Board and the Superintendent of Schools. The educational program maintained by the community, however, is the concern of all its citizens, and their participation in educational planning should be kept as direct and informal as possible.

Advisory Committees for each school are appointed by the Board in accordance with Section 22-79 of the 1950 Code of Virginia, as amended. These committees provide one means by which the people in the community may express their opinions and wishes to the School Board.

Although the School Board has the responsibility in making final decisions, citizen participation in educational planning is essential at all times. The function of these advisory committees is to serve as liaison between the school community and the Superintendent and the School Board.

For the present school year, the PTA President, Vice-President, and Treasurer are automatic members of the Advisory Committee. At least two additional members will be appointed by the School Board.

BUILDING RENTAL

The facilities of Woodlawn School are available to school and non-school groups. Permission to use the school may be secured by preparing an application at the school office. Rental fees, when required, are payable in advance.

STUDENT ACTIVITIES

STUDENT COUNCIL

The purpose of the Student Council is to give the children an opportunity to share in certain phases of the operation of their school. The Council works on such things as care of the building and playground. Children receive practice in parliamentary procedure and democratic government. Business is conducted through a council composed of officers, elected by the student body from the fifth and sixth grades, and representatives from each room.

SAFETY PATROLS

School safety patrols are selected from grades 4, 5, and 6 and work under the direction of a teacher-sponsor and Officer John Moore of the Arlington County Police. They will be on duty from 9:00 to 9:15 AM and from 3:30 to 3:45 PM. They are stationed at all dangerous intersections which are within a reasonable distance of the school.

Crossing guards are located at 16th Street in front of the school and at 17th and Abingdon Streets.

LIBRARY AIDES

Under the direction of the Librarian, Library Aides assist in the many activities connected with the library. They learn to help with counting and alphabetizing of the daily circulation, shelve books, keep books in order on the shelves, and library organization.

SCHOOL STORE

The School Store is operated under the supervision of Mrs. Lightsey. Students in the 5th and 6th grades who volunteer to work learn how to keep an accurate inventory, disburse and receive monies, and practice proper public relations with their fellow students. The School Store is open daily from 9 to 9:15. Students may purchase incidentals such as notebook paper, composition books, pencils, magic markers, glue, etc. The price list was in the opening of school packet. Changes in prices may be necessary from time to time.

CLASS PIANO

If we have an adequate enrollment, we will again have Class Piano at Woodlawn. These classes are taught by the Class Piano Association. Telephone: 522-6692.

RECREATION DEPARTMENT

The Arlington County Recreation Department sponsors supervised playgrounds and classes in special interest areas in schools throughout the county. We hope to have an Arts and Crafts class beginning the week of October 5. Watch for further information.

The PTA thanks Mrs. Mattie and Mrs. Lightsey for their work in preparing stencils, mimeographing, collating, and distributing this handbook.

COMMUNICABLE DISEASE CHART

<u>Disease and Incubation Period</u>	<u>Signs and Symptoms</u>	<u>Exclusion from School</u>
CHICKEN POX 14-16 days	Rash of small blisters developing from small pimples; fever.	6 days from appearance of first crop of vesicles, if no complications develop.
CONJUNCTIVITIS (Pink Eye) 36-48 hours	Redness of one or both eyes, with or without discharges	Until redness and/or discharge has disappeared.
GERMAN MEASLES (3-day measles) 10-21 days	Slight fever, enlarged neck and head glands, small spotted rash.	Until skin is free of rash.
MEASLES 10-21 days	Fever, symptoms of head cold, inflamed and watery eyes; rash.	7 days from appearance of rash providing no complications arise.
MUMPS 12-26 days	Swelling of side of neck below and in front of ear; fever, headache.	Until swelling of glands disappears.
WHOOPING COUGH 7-21 days	Mild bronchial cough, gradually increasing to paroxysms and characteristic "whoop" in two weeks.	4 weeks from onset of disease. Two weeks after characteristic "whoop."
SCARLET FEVER and other Respiratory Streptococcal Infections	Fever, nausea, vomiting, sore throat, and fine pinpoint rash. Onset usually sudden.	7 days from onset of illness or until complications have disappeared.

Mode of transmission: For these acute diseases, including scarlet fever, the mode of transmission is from person to person, primarily by discharges from the respiratory tract. In chickenpox, the infectious agent is also presumably present in the skin lesions early in the disease.

WOODLAWN ELEMENTARY SCHOOL PTA

1970-71

OFFICERS:

President	Mr. Daniel J. Dinan	4829 N. 16 th St.	528-0021
1st Vice-Pres.	Mr. Alfred W. Clark	1825 N. Columbus St.	525-4415
2nd Vice-Pres.	Mrs. Ruth A. Kovacevich	2515 N. Lincoln St.	527-6850
Recording Secy	Mrs. Alfred M. Powell	1805 N. Dinwiddie St.	524-6080
Correspond. Secy	Mrs. James L. Dungan	1256 N. Buchanan St.	522-9222
Treasurer	Mr. Frank K. Wilson	4924 N. 18 th St.	525-4705

COMMITTEE CHAIRMEN:

Father's	Mr. James L. Dungan	1256 N. Buchanan St.	522-9222
Program	Mrs. James R. Frith	4919 N. 14 th St.	527-2743
	Mrs. Daniel J. Dinan	4829 N. 16 th St.	528-0021
Budget	Mr. Nathan Cohen	4822 N. 16 th St.	528-0547
Publicity	Mrs. Nathan Cohen	4822 N. 16 th St.	528-0547
Safety	Mr. John W. Cooper	4841 N. 16 th St.	525-1899
Hospitality	Mrs. Alfred W. Clark	1825 N. Columbus St.	525-4415
Teacher Aides	Mrs. Walter DeGroot	4901 N. 17 th St.	525-5180
Community Rep.	Mr., Mrs. Phil Bullock	1720 N. Culpeper St.	522-7131
Health	Mrs. Kenneth L. Tapscott	1832 N. Columbus St.	524-6337
Insurance	Mrs. Richard L. Hammerly	4912 N. 17 th St.	522-9136
Library	Mrs. John C. Brayley	4923 N. 14 th St.	525-6740
Cultural Affairs	Mrs. Luther G. Robinson	1829 N. Columbus St.	522-9296
Room Mothers	Mrs. John H. Shaner	4639 N. 15 th St.	527-0066
Membership	Mrs. Edward R. Koblenz	1415 N. Emerson St.	525-5139
Pictures	Mrs. Buford W. Lewis	1515 N. Frederick St.	527-3143
Liaison	Mr., Mrs. Dean C. Allard	4823 N. 15 th St.	525-4233
	Mr. Mario J. Amico	1321 N. Abingdon St.	522-5321
	Mrs. Richard Biby	4900 N. 16 th St.	527-6845
	Mr. Alfred M. Powell	1805 N. Dinwiddie St.	524-6080
Kindergarten	Mrs. Frederick C. Klein	4807 N. Washington Blvd.	522-0613

WOODLAWN STAFF, 1970-71

Principal: Mrs. Ruth A. Kovacevich

Primary Team: Mrs. Mattie Walker Room 1
Miss Shirley Barber Room 4
Mrs. Vivian Horowitz Room 2
Mrs. Alma Ferris, Aide

Intermed. I Miss Suzanne Geiger Room 6

Intermed. II Miss Katherine Wyman Room 5

Intermed. III Mrs. Christine Connor Room 3

Intermed. IV Miss Bonnie Corwin Room 7

Reading Mrs. Hazeline Harris

Elementary Supervisor Mrs. Jean Sheldon

Child Development Consultant Mrs. Margery Tracy

Physical Ed. Mr. William Jones

Librarian Mrs. Rose Miller

Music Mr. James Lewis

Art Mrs. Barbara Bettis

Inst. Music Mrs. Alleen Allen

Speech Miss Cheryl Smith

Nurse Mrs. Catherine Drummond

Psychologist Mrs. Judith Geller

Visiting T. Mr. Earl Sargent

Educational Secy. Mrs. Eleanor Lightsey

Instructional Secy. Mrs. Lou Mattie

Cafeteria Manager Mrs. Anna Huko

Custodian Mr. William Holseberg

Crossing Guards:

Mrs. Chaconas

Mrs. Wright

SCHOOL CALENDAR 1970 - 71

August 31 First Day of School

September
 4 Teacher Planning - Student Holiday
 7 Labor Day holiday

October
 15, 16 Parent-Teacher Conferences Children dismissed at 12:15 PM
 22, 23 Parent-Teacher Conferences "

November
 11 Veterans Day holiday
 26, 27 Thanksgiving Day holiday

December
 23 Christmas holiday starts at end of the day

January
 4 Schools Reopen

February
 15 Washington's Birthday holiday

March
 11, 12 Parent-Teacher Conferences Children dismissed at 12:15 PM
 18, 19 Parent-Teacher Conferences "

April
 9 Easter holiday starts at end of day
 19 Schools Reopen

May 31 Memorial Day holiday

June 11 Last Day of School for Pupils

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In order to provide planning time for teachers, grades one through six will be released at 1:45 PM on the dates listed below:

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
16	7	4	2	6	3	3	7	5	9
23	28	18	9	13	10	24	21	12	
30			16	20	24	31	28	19	
				27				26	

* * * * *

Elementary Report Cards will be issued on Dec. 2, Jan. 27, May 5, and June 11.