Message to Parents

Woods Learning Center is a child-centered learning environment. We believe that individuals learn best when they are actively involved in the learning process. The level of success attained by our students is a direct result of the involvement of our entire school family: students, parents, teachers, support staff, and community. We will continue to strive to create an appropriate and optimal educational experience for all our students. Your questions, concerns, suggestions, and assistance are encouraged and welcomed in achieving this goal.

September 4, 2019 marks the 28th anniversary of Woods Learning Center. Since our doors opened, we have been fortunate to realize many of our original goals and celebrate the successes attained by our students, parents, and staff. We extend our sincere appreciation to all those who work diligently and faithfully in their support of Woods Learning Center.

This handbook contains our education philosophies and guidelines and provides information and phone numbers that will serve you for the 2019-2020 school year.

Woods Learning Center
500 South Walsh Drive
Casper, WY 82609

253-3900 (phone)
253-3950 (fax)
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About Woods Learning Center

History
In the fall of 1990, five district educators approached Dr. Chip Zullinger, superintendent of Natrona County School District, with the idea of beginning a new, innovative school. Dr. Zullinger was intrigued with the idea and invited them to make a presentation to a group of community business leaders interested in supporting school change. These business leaders approached the Board of Trustees and requested permission to oversee a request-for-proposal process encouraging the creation of innovative school projects. Thirty-nine proposals were submitted. WLC was one of the three selected for implementation in the fall of 1991.

The staff and parent volunteers worked long and hard to develop this program and to transition an older district building for our use. Seventh and eighth grades were added to the program in 1995 and 1996. Our program has continued to grow and develop with new staff, new research, new ideas, and new requirements, but always remains grounded in the dream our founders had of a school created by and for the love of learning.

The mission of Woods Learning Center is to instill a love of learning and foster responsible citizens.

Our vision is to be a community where we can use our unique gifts to contribute to an ever changing world.

Collective Commitments

- Collaborate and communicate in positive ways (to create a culture that promotes growth)
- Recognize and promote the strengths of all individuals in our community
- Create opportunities for meaningful learning in the school and the community
- Provide instructional strategies that embrace project-based, collaborative and independent learning

Learning.
We believe children are unique and significant human beings who can be nurtured and developed into lifelong learners. We believe students can enjoy learning, feel competent as learners, and feel good about themselves as individuals. We believe learning is an active process based not only on thinking both creatively and critically, but more essentially, on personal experience. We believe our school is a supportive community where the responsibility for learning is shared by all stakeholders involved: students, parents, teachers, and support staff.

- Project-based Learning: Projects are foundational to Woods. Students enrolled and participating in our K-8 program gain and build on valuable skills as they annually investigate questions, collaborate with classmates, and communicate their findings. Families are invited to celebrate student learning through regular 'Project Nights'.
- Experiential Learning: Like projects, experiences are foundational to Woods. The purpose of these experiences is to provide students with real-world connections to industry, history, environment, and their community. These may be trips out of the building or bringing the experience to the building.

- Standards-based grading: Instead of traditional letter grades, Woods uses a number of approaches to assess and communicate student learning. First, we assess student proficiency on the NCSD #1 Curriculum based on Wyoming Content and Performance Standards. Secondly, we look at the individual growth each student makes in their personal growth goals. It is important for our learners to reflect on their growth and continue to make new goals. Reporting of progress goes beyond a report card to student-parent-teacher conferences at the end of each term during which students discuss their growth, achievements, and goals with their parents.

This structure provides students the understanding of their own learning and achievement and provides students with the opportunity to go beyond a required expectation. Teachers at Woods are constantly spending time and energy building rubrics, assessments, and giving feedback. This work happens by individuals and by collaborative teams.

Co-Teaching and Inclusion and Pods
Woods Learning Center is a K-8 school that blends grades into “pods.” Pods provide for integrated learning and multiple teachers involved in student progress. The principles and practices of co-teaching are goals within our K-8 program. Every teacher at Woods is in charge of multiple grades and content areas every year. We provide an inclusive model for education. Students of all abilities are educated within the regular education environment to the maximum extent possible. This is done through a co-teaching model where all teachers work together.

Woods Learning Center also follows a multi-age model. This means our staff teaches multiple age levels and ability levels within one class, differentiating the standards to meet all levels of learners. We believe that students of all abilities can work together and achieve individualized goals in the same classroom with the support of various staff members.

Primary Pod - Kindergarten and 1st ... 2 teachers and about 40 students  
Intermediate Pod - 2nd and 3rd Grade ... 2 teachers and about 40 students  
Upper Intermediate - 4th and 5th Grade ... 2 teachers and about 40 students  
Middle School Pod - 6, 7 and 8th Grades ... 4 teachers and about 60 students

Attendance Policy
Woods Learning Center follows NCSD Board Policy 5120 for attendance. You can find the district policy here: https://natronaschools.org/parentsstudents/attendance/. Natrona County School District policy states that schools have the right to be informed of the reason for an absence, and to decide whether, even with the knowledge and approval of a parent, it is to be recorded as “excused” or “unexcused.” At Woods, we will usually record any parent-approved
absence as excused, as we believe that parents should be allowed to make such choices when informed of the consequences.

All absences, excused or not, have consequences to a student's work in school. In the case of serious illness, however, it is obvious that it is better that students stay home. Life also throws us unexpected events and more difficult choices, such as a visiting relative, or other opportunities. Some students will be more negatively impacted than others by such absences, and parents should take this into account when making decisions to take their kids out of school.

We take student time in school seriously, and each day here is planned to be “important.” Woods Learning Center is a learning environment that emphasizes experiential learning through hands-on activities, science laboratories, field trips, group work, centers, and project presentations. Often our lessons and activities are modified from day-to-day to meet student needs and unexpected events. It is therefore difficult—and often impossible—to give out lessons ahead of time, or to recreate class experiences afterwards for makeup work. We simply don't have the ability to give any student the full learning experience they'll miss, even with advance notice and a list of assignments.

Arriving to school on time and ready to learn is an important element of student success. Establishing good attendance habits at a young age is very important. When they consistently arrive late they miss morning routines and important preparation time for the entire day. Excessive tardies will be addressed at progress monitoring times. At any point staff will be happy to discuss ideas for improved morning routines and ways to get students here on time. We also offer a breakfast program at starts at 8:00 am.

To have an absence marked “excused,” parents or guardians must communicate their knowledge and approval of their child’s absence to the front desk as soon as possible. Let the front office AND the classroom teachers know about any planned absences in advance. The front office will take calls the day of the absence starting at 7:30 a.m. As the school is responsible for knowing the whereabouts of all students, at 8:30 a.m. the front office will begin calling the parents of students who are unaccounted for. Please help us by calling first.

An absence recorded as “excused” does not mean that all learning activities will be recreated, or that a child will have no gaps in his or her learning. It will be the responsibility of students or their parents to meet with teachers to make sure that all make-up work is done in a timely manner after the absence.

Parents and Guardians who excuse absences understand that there are negative consequences of absences that may affect the educational achievement of their child, and will not hold the school responsible for the gaps in knowledge or skills that may result.

They should also be aware that by state law, any student absent for more than ten consecutive days, excused or not, will be dropped from the school rolls. Because Woods has limited enrollment, it is very important to make arrangements so that this does not happen in the case of a prolonged illness or other reason.
If the absence occurs without confirmation of the knowledge and approval of the parent or guardian, it will be recorded as “unexcused.” If we do not receive communication from parents about the absence it will be marked as “unexcused”.

Tardies are given at 8:30 am. We consider tardies to be an indicator of overall academic health. Excessive tardies will be addressed along with attendance on trimester basis.

Woods will monitor attendance for both absences and tardies and address concerns on an ongoing basis. On the 11th absence in a semester we will send a reminder letter and this policy again as a matter of intervention to keep students on track for academic success.

**Early Dismissal:** Students who leave school early for an illness or activity must be checked out at the front office by a parent, guardian, or other approved person. Classroom teachers must be notified before such a dismissal. **Students should not call or message parents about an illness without notifying their classroom teachers and first be seen by the front office nurse. These calls should be made at the front office with a staff member present.**

**Activities**

Our students’ interests drive our list of extracurricular activities each year. Some popular activities include woodshop club, art club, cooking club, movie-making club and drama club. Middle school students may choose to participate in sports with the other larger schools. Students may choose which middle school to join. District bus transportation for sports participation is provided only to Centennial from Woods.

**Administrative Duties and Responsibilities**

Woods Learning Center does not have a principal. Administrative responsibilities are divided among the staff. The following is a list of administrative duties and names of the staff member(s) responsible for them.

**Administrative Manager:** Lynda Brewster. Assist the staff in executing its administrative responsibilities.

**Accreditation/School Improvement:** Nicole Roden & Deyonne Jackson. Oversee school improvement and coordinate with goal committees, monitor school interventions, coordinate staff development and retreats, submit reports.

**Assessment:** Denise Snider. Coordinate standardized testing for students and staff. Richele Spear, Sarah Ramsey, James Herbst. Assessment Analysis at building level.

**Buildings & Grounds:** Lynda Brewster, Jim Gaither (custodial building needs), Deyonne Jackson (emergency), Sarah Ramsey (Greenhouse). Monitor building and oversee capital outlay proposals, monitor equipment usage, vandalism/theft issues, update inventory, and work with custodial staff.
Communication (School): Judy Neal (Newsletter and Handbook), Lauren McDaniel (Facebook and Website).

Communication (District): Lynda Brewster & Deyonne Jackson. Provide district with WLC building contacts and processes.

Crisis Management: Karen Bayert, Jenny Marshall, Lynda Brewster, Lauren McDaniel, Timbree Brown, & Don Gottschim. Manage school crises, receive notification when school alarm is activated, and conduct safety drills.

Finance: Marci Miles, Lynda Brewster, & Sarah Cloward. Maintain various budgets, and provide staff with monthly updates.


Student Activities: Denise Snider & Mary O’Connor. Coordinate after-school sports/clubs. Timbree Brown, Lauren McDaniel, Richele Spear, Sarah Cloward. Coordinator Circle Group activities.

Teacher Power Leadership: Deyonne Jackson, James Herbst, Deyonne Jackson, Sarah Larsen, Sarah Ramsey & Lauren McDaniel. Maintain contact with Teacher Powered Schools Organization, review and update staff expectations and school operational procedures.

Behavior

Culture of Care – Restorative Practices

Woods Learning Center has adopted restorative practices as an approach to conflict resolution and repairing harm. The central and most important part of our restorative practices involve “circles” in which students and adults all share ideas or experiences to build belonging and trust within our learning community. Building trust and belonging provides the foundation for stakeholders to address, deal with, and sometimes own-up to conflict and coming to agreements. Teachers are facilitators of these trust building circles, but act as equal participants in working with the students to develop and implement their own solutions.

In instances of conflict, teachers are also key players in facilitating communication with parents when necessary and documenting solutions, or “agreements” that address the harm done, how to repair the harm, and prevent it from happening in the future. This work and structure is unique, interesting, and highly rewarding, and this involvement takes effort, time, and requires follow through.

This restorative approach gives students the opportunity to come face to face with taking responsibility for their actions, how it impacts others, and making a plan for stopping harm, repairing harm (if accepted) and moving forward.
WLC will adhere to District policy. Please review the District Parent Handbook, here and Board Policy on student harassment and bullying, here.

Please note that every unique instance and case is allowed some flexibility, for a time, for Woods to address the uniqueness of the needs of the child. WLC will adhere to District policy.

**Bus Policy**

For the district to provide bus service, students need to be at their neighborhood schools ready to board the bus when it arrives. They will be returned to their neighborhood schools at the end of the day. The bus drivers are not authorized to drop children off anywhere else. Children may not ride a different bus home unless their parent provides a note granting permission for this exception. These special transportation needs are the responsibility of the parents. If for some reason your child will not be riding the bus home, it is the parents’ responsibility to inform the school office in advance. Children will be sent home on the bus unless the school has been notified—in writing or by phone—by the parent. Registration for bus transportation is done through your Infinite Campus Parent Portal.

**Cell Phone Policy**

All Students must check-in phones and other devices, including watches that have the capability to play games and text, to the office. (If you are not comfortable leaving devices at the front office, please visit with your child’s teacher and a check-in/check-out option can be made available.)

Middle school students must check their phones in at the WLC office as they arrive at school in the morning and pick them up after the close of the school day.

These checked-in devices are there all day and not to be used before school or at recess.

All student communication must come through the WLC office. If a child needs to contact a parent, the child needs to communicate with his/her teacher and/or the WLC office before contacting parents during school hours. All calls should be made at the office.

**Communication: Communicating Concerns and Remind**

Students in K - 5 will bring home a “Parent Information Folder” each Thursday that contains work samples, notes from teachers, and other items. A parent signature sheet is included with a space for comments. We request that parents examine the contents and respond as necessary. Students should return the folders by Monday. Teachers will check them for feedback on this day.

Middle School student parents will have weekly communication to home. This may be in a digital format in a folder, hard copy in the hand of a student, or other. Feedback can be provided via e-mail or using the Remind app.
Communicating Concerns

At Woods Learning Center our focus with all stakeholders (staff, parents and students) is on the prevention of conflict through relationship and connection building and on resolving conflicts by restoring the relationships and repairing any harm that has been caused. At the heart of what we do is empathy, connection, and empowerment.

Woods Learning Center is committed to a culture of care. This culture establishes and honors relationships as the core of productive and positive conversations. If a parent has a concern about a teacher or a challenge in the classroom, the following steps will help to guide you through the process to help resolve the issue.

1. Share the Concern - Reach out directly to the person with whom you have a concern. If you are unsure where to start, the WLC Administrative Manager can assist with that clarification. Schedule a mutually agreed upon meeting time with the involved staff member to discuss the concern and hopefully resolve the issue.

2. Open Communication - During the conversation it is important to keep a few collective agreements in mind. Listen to understand and speak with kindness. Assume positive intent and be solution oriented. Hopefully, a productive conversation can be held with involved parties. However, if a remedy could not be agreed upon, further action (step 3) may be needed.

3. Restorative Conversation - Make a request with the WLC Administrative Manager to arrange a further conversation to determine resolution. A trained Restorative Justice facilitator(s) will guide the meeting between concerned party and staff member.

*If at any point you feel your concerns are not being met, you can reach out to WLC’s district evaluators for further support.

**Contacting an evaluator:**
Stephanie Shaffer (Grades K-5)
307-253-5253
stephanie817@myncsd.org

Aaron Wilson (Grades 6-8)
307-253-5253
aaron_wilson@natronaschools.org

**Remind Messaging App.**

*Remind* is a free, safe messaging app that keeps families up to date with what is happening in the classroom. Teachers can send messages to an entire class, smaller groups, or individuals about homework assignments, field trip updates, schedule changes, etc. Personal contact information stays private. Parents can receive *Remind* messages by text, email and push notifications.

We ask that all families sign up for Remind for your child's/children’s classroom(s).

Once you have a class code, there are three ways to join the class:
● Sign up for text notifications by texting @classcode to 81010;
● Go to www.remind.com/join/classcode;
● Download the Remind app from the App Store or Google Play, sign up for an account with your email address, and enter the class code when prompted.

The class codes for Remind are:

- Primary: @primarypod
- Intermediate: @intpod
- Upper Intermediate: @upperWLC
- Middle School: @wlcmiddle
  - 6th grade @wlc6th
  - 7th grade @wlc7th
  - 8th grade @wlc8th

Conferences

Conferences are a time for parents, students, and teachers to communicate about each student’s progress and to set goals. Parents are strongly urged to attend each conference. Make-up conferences may be held at the teachers’ discretion.

Crisis Management

In accordance with board policy, the WLC Crisis Management Team has a manual outlining procedures for various crisis situations. All staff members have been trained to follow the policies in the manual. Crisis Management team members: Karen Bayert, Jenny Marshall, Don Gottschim, and Lynda Brewster.

Daily Schedule

School hours Monday through Thursday are 8:25 a.m. – 3:20 p.m. On Friday hours are 8:25 a.m. – 12:15 p.m. for grades K – 5; and 8:25 a.m. – 3:20 p.m. for middle school students for grades 6 – 8.

Morning Arrival: The playground is supervised beginning at 8:10 a.m. Students should not arrive prior to 8:10 a.m. unless they are in grades 4 – 8 and are coming for Homework Club (7:45 – 8:25 a.m. Tuesday – Friday), or are coming for the district breakfast program at 8 a.m. If you have a compelling reason to drop your child off between 7:45 and 8:10 a.m., we ask that you complete an Early Arrival Form.

Please note that the school doors remain locked until 7:45 a.m. While we have staff in the building earlier than this, they have other duties and are not available for student supervision.

Afternoon Dismissal: School is dismissed at 3:20 p.m. on Monday through Thursday. On Fridays, school is dismissed at 12:15 for K – 5th and 3:20 for 6th – 8th. Students must be picked up at dismissal time.

We recognize that occasionally a situation will arise that makes picking up your children at dismissal time difficult. Please call the office if it will not be possible to pick up your child by 3:20 p.m. so we are aware of the situation.
General Daily Schedule:
- 8:10 a.m.: Playground opens/Supervision begins
- 8:25 a.m.: Whistle Blows
- 8:30 a.m.: Instruction Begins
- 3:20 p.m.: Dismissal - Monday - Thursday
- 12:15 p.m.: Dismissal Friday - (K – 5)
- 3:20 p.m.: Dismissal Friday - 6 – 8

Dress Code
Woods Learning Center follows the NCSD policy 5375 for dress code. Please review those terms on the Natrona County School District website, [here](#).

...“Student dress shall be communicated annually prior to October 1st or within the first five days of a student’s enrollment at a school (for students who enroll after the start of the school year). Also, student dress shall be included in the NCSD No. 1 Student/Parent Handbook.”

Emergency Closing Procedures
School may be canceled due to inclement weather or in case of an emergency. Local radio stations begin school closure announcements by 6:30 a.m. and repeat the message frequently. Parents are also notified by the school district’s Infinite Campus. If contact information changes, it is important that parents update the information in Infinite Campus. If an emergency occurs during the school day, students will be dismissed and must then follow the instructions given by parents on the “Emergency Closing of Schools” form.

Field Experiences
Field experiences are essential to a well-rounded education and are an important part of our learning/teaching philosophy. Parents will be notified of all field trips in advance. The field trip permission form is completed as part of the initial online registration process in Infinite Campus. Field trips often take us away from sheltered environments. Clothing must be appropriate for the weather and potentially changing weather conditions.

We believe that “with responsibility come privileges.” On a Field trip day, students may be left at school at the discretion of the teachers for reasons of discipline or failure to complete classroom activities. Inappropriate behavior by a student on a field trip may result in that student’s removal from the field trip and/or non-participation in the next field trip.

Food Services: Breakfast and Lunch Programs
Parents can pay for lunches and/or breakfast by:
1. Filling out the free and/or reduced lunch form that comes through the mail OR
2. Handing money in at the front desk to adult at the desk OR
3. The online payment system, [www.myschoolbucks.com](http://www.myschoolbucks.com).
Breakfast Program
A district breakfast program is offered at WLC. Breakfast is served at 8 a.m. Cost for K – 5th grade students is $1.65, and $1.90 for 6th – 8th grade students. Students must have money on their account to eat breakfast (breakfast and lunch money is in the same student account).

Lunch Program
Lunch and milk are available to all students. Lunches can be paid for daily, weekly, and monthly. Current lunch prices are:

- Elementary (K - 5) Daily - $2.75
- Middle School (6 - 8) Daily - $3.00
- Adult Daily - $3.90
- Milk is priced at 40 cents.

Extra slices of pizza are $1.75 each and must be paid for in advance, by 10 a.m. on Friday mornings, so enough pizza can be ordered. Students may use money in their accounts to pay for an extra slice of pizza if parent permission has been given to Mary O’Connor.

Free or Reduced Lunches Free or reduced-price lunches are available to students who qualify. Forms are available in the school office or the form that is mailed to every student. You can apply anytime during the school year.

Charging Lunches The Food Service School Handbook prepared and distributed by the Natrona County School District states that students are not allowed to charge lunches. The WLC staff has established the following guidelines that allow a small amount of leeway:

Students are expected to pay in advance for lunches. If they do not have money in their lunch account, they will be able to charge a lunch. After a student charges a total of four lunches, a notice will be sent home letting you know what your child owes and they will then be charged 50 cents and served the district “alternative” lunch: a peanut butter sandwich and milk.

Friday Afternoon At The Rec Center
Casper Recreation Center, in conjunction with Woods Learning Center, offers a program for students (K - 5) after the 12:15 dismissal time on Fridays. For a nominal fee, children can participate in a variety of programs in the creative arts or physical activity areas. Transportation is provided by NCSD #1 to the Rec Center. Parents are responsible for picking up their children by 5 p.m. Participants are expected to behave in an appropriate manner. Noncompliance will result in removal from the program. Children are expected to pay in advance of each session offered. Scholarships are available on request and qualification.

Illness Policy
There are 4 main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities (such as overly tired, fussy or won't stop crying).
2. The child needs more care than teachers, staff or the nurse can give and still care for the other children.
3. The illness is on this list and staying home is recommended.
4. Based on a nursing assessment/judgment the child should be at home.

The Natrona County School District reserves the right to send a child home at any time, based on the nurse’s assessment and judgment.

Children with the following symptoms/illness should be kept home (excluded) from school: here

**Infinite Campus – Campus Portal Login**

Infinite Campus is the district student information system. The school district requires that families have at least one parent with an Infinite Campus Parent Portal. All district permission forms, beginning of year forms, address confirmation, and health forms must be filled out online via the parent portal. You must have an email address. We strongly encourage you to log into your Infinite Campus Parent Portal Account to make sure your info is up-to-date. You can also determine how you would like to receive notices from the district and Woods by designating an email address or phone numbers for texts. You can call 253-5306 if you forgot your login or need assistance.

Information from Infinite Campus is used by teachers, nurses, and other WLC staff as the first reference when contacting parents. You will receive important notifications from the school and the district, including reminders and information about emergency situations through Infinite Campus.

Because of the length of time designated for student projects, and work towards mastery at WLC, grade averages will not be posted on the portal. If you have questions about grading, please contact your child’s teacher.

**Instrumental Music**

Traditionally, Woods Learning Center has been able to offer a variety of musical options for intermediate and middle school students. Staffing for these traditional electives is an annual challenge. Woods Learning Center continues to make every effort to offer meaningful music opportunities for students. Woods will continue to have the expectation that all students in grades 5 - 8, unless there are special circumstances, participate in some sort of musical experience course.

**Lost & Found**

The Lost & Found is located at the front entrance of the school. Items not claimed are donated to charity at the end of the school year.
Parent Responsibilities
The parents of Woods Learning Center students have chosen WLC to educate their children for a variety of reasons. The WLC staff believes the following are important to the success and development of children. We hope parents agree that children benefit from:

- Adequate sleep and a nutritious breakfast prior to the start of each school day;
- Regular on-time attendance;
- Arriving at school with completed homework, and lunch arrangements;
- Arriving at school with appropriate clothing for all learning activities and recess;
- Parental support with school work to be completed at home;
- Parents reading the Parent Information Folder weekly, signing it, and returning it by the following Monday (K - 5th grade);
- Middle School Parents reading weekly communication and responding accordingly;
- Parents attending all parent-student conferences during the school year;
- Parents volunteering a minimum of two hours per month or 10 hours per semester at Woods Learning Center.

PTC: Parent Teacher Cooperative
The Parent Teacher Cooperative (PTC) is an established cooperative between WLC families and staff. PTC supports/promotes communication between home and school so parents and teachers may cooperate more fully in the education of each child. PTC initiates and sponsors a number of projects and events to improve and enrich the WLC school environment for all students. The PTC encourages and organizes parental involvement in all aspects of the school community and acts as liaison between students, parents and school faculty/staff.

PTC 2018-2019 Contact List
Board:
- President: Gena Jensen 251.5830
- VP: Jen Gear 702.2866
- Treasurer: Eric Atkins 760.5627
- Secretary: Jessica Duty 259.2088
- Fundraising: Morgan Pemble 267.4647

Staff Liaisons: Lauren McDaniel lauren_mcdaniel@natronaschools.org

Parking Lot Safety
Safety of all is the primary concern. Please set an appropriate example of courtesy and safety for students.
- Crosswalks should be used by parents and students to cross the parking lot.
- Speed limit in the parking lot is 8 miles per hour.
- Please do not stop your vehicle in the crosswalks.
- Please do not leave your vehicle unattended in the pick-up lanes.
- If you plan to enter the building, please park in a designated parking space.
- Morning drop off is at the crosswalk at the main doors to the building.
- Afternoon pick-up is at the south end of the parking lot.
- Please be cautious about parking vehicles on side streets, parked vehicles can interfere with the visibility needed for cars entering and exiting the parking lot.
- It is illegal to pass a bus (in either direction) when the lights are flashing.

**Recess**
The administrative manager or office staff checks to determine temperature and wind chill on cold days. Unless the weather is extremely cold, students will be outdoors. Your child should dress appropriately for the weather. If a child must remain indoors, a written note explaining the reason must be sent to the office. Following are district guidelines for outdoor recess.

- When the stagnant air temperature or wind chill combine to produce an outside temperature of +10°F or lower, children should have an indoor area available, and should not be sent outside for extended periods of time greater than 10 minutes.
- When sustained wind speed exceeds 30mph, children should be held indoors and not sent outside for extended periods of time greater than 10 minutes.

**Release of Records**
Student records and cumulative records will not be released outside Natrona County School District #1 without the parent’s written request. Records are housed electronically within the Infinite Campus Parent Portal. School staff can help access records upon request.

**Retention Policy**
WLC generally does not support the practice of holding back students. It is our philosophy that retaining students works successfully for only a small percentage of the population. If a student is held back due to parental request, we will work to determine the best placement for the child.

**School Colors & Mascot**
Woods Learning Center colors are blue and gold. The WLC mascot is the eagle.

**Staff**
Karen Bayert  Upper Intermediate Pod Teacher (4th & 5th)
Carie Jo Berryman  School Nurse
Lynda Brewster  Administrative Manager
Timbree Brown  Primary Pod Teacher (K & 1st)
Sarah Cloward  Student Support
Jim Gaither  Middle School Pod Teacher (6th, 7th & 8th)
Don Gottschim  Custodian
Kelly Heenan  Counselor
James Herbst  Middle School Pod Teacher (6th, 7th & 8th)
Deyonne Jackson  Primary Pod Teacher (K & 1st)
Rose Jackson  Laundry
Jon Kauffman  P.E. Teacher
Tanna Kirton  Consultant Assistant
Janae Lamb  Cafeteria
Sarah Larsen  Student Support Teacher (K – 8th)
Jenny Marshall  Middle School Pod Teacher (6th, 7th & 8th)
Visitors in the Building

To ensure the safety of all our students and staff, all visitors to the building between 7:30 a.m. and 4:30 p.m., including parents, must sign in at the front desk when entering the building and sign out when leaving the building.

Parents are always welcome and encouraged to visit the school. We ask that you do not interrupt teachers or students during class time unless it is an emergency. Please schedule meetings with teachers in advance when possible. Teachers may have school or personal responsibilities before and after school. We will attempt to accommodate parents whenever possible.

Professional visitors are welcome to visit and observe our program. Arrangements must be made in advance. An orientation, including a tour of our facility, will be given. We request that learning not be interrupted. Teachers will be available to address program questions before school, after school, or at another convenient time.

Volunteers

For the safety of our students, Natrona County School District requires chaperones, sponsors, and volunteers to complete a background check:

- Non-NCSD employee chaperones, sponsors, and volunteers need to complete the fingerprint process before participating in school-sponsored events;
- There is no charge to the non-employee chaperone, sponsor, or volunteer;
• Volunteers need to be fingerprinted only one time, even if their child changes schools, as long as they’ve stayed in the school district. Volunteers should call the Human Resources office at 253-5225 to schedule an appointment to have their fingerprints taken or for additional information.