

WASHINGTON CENTER



“Those You Think Cannot ... Can!”

PARENT/STUDENT HANDBOOK 2010-2011

**Washington Center
2 Betty Spencer Drive
Greenville, SC 20607
Phone 864-355-0250
Fax 864-355-0249**

***Transportation:
355-3030***



WASHINGTON CENTER
Greenville County Schools

August 2010

Dear Parents,

Welcome to a new school year at Washington Center. We are excited about having our students, families and staff back for another year of growing and learning. While reviewing the Parent Handbook, please note our continued emphasis on student and school safety, as well as procedures for student drop-off. In addition, we are proud of the great strides we are making in acquiring and incorporating assistive technology into classrooms with Smart Boards and Promethean Boards. With the help of community partnerships and grants, our school offers quality learning experiences for all students. We look forward to working with each family and hope everyone has an opportunity to visit our school throughout the year.

Sincerely,

Dr. Wanda Brownlee, Principal

Linda Hill, Program Facilitator

Linda Thigpen, Administrative Assistant

**WASHINGTON CENTER
SCHOOL INFORMATION**

MISSION STATEMENT

THE MISSION OF WASHINGTON CENTER IS TO PROVIDE OPPORTUNITIES FOR STUDENTS TO EXPLORE AND DEVELOP POTENTIAL FOR INDEPENDENT FUNCTIONING AND COMMUNITY INVOLVEMENT BY ADDRESSING STUDENTS' INDIVIDUAL NEEDS AND CREATING A PARTNERSHIP WITH HOME, SCHOOL AND COMMUNITY.

MOTTO

“THOSE YOU THINK CANNOT CAN!”

COLORS

GREEN, BLUE AND WHITE

MASCOT

SEAGULL



Student Information

Schedules

Student Hours	8:00 am - 2:30 pm
Teacher Hours	7:45 am - 2:45 pm

Bus Transportation

Bus transportation is available for all students. If you have questions regarding a late bus or other transportation concerns, please see the number below for the special education bus supervisor:

Judy Cox: 355-3030

During inclement weather, bus schedules will vary if school starts late or is dismissed early. Listen to your local radio station, watch the local TV station, or consult the school district website, www.greenville.k12.sc.us.

**Notify the teacher/office as soon as possible if you are picking-up your child rather than using usual afternoon bus transportation.

Car Transportation

Students may be loaded/unloaded underneath the front portico. A staff member will take students to their designated site. Please park in a visitor space if you need to schedule a time to enter the front office. Note that students will not be admitted until 7:30 am.

*Important to note, teachers/staff will not be available for conferencing during arrival/departure times due to schedules for student supervision.

Students will be brought to the front foyer for dismissal at 2:20 p.m. Notify the teacher and/or office if you are altering usual transportation plans or if you anticipate being late for pick-up. District regulations require that new persons picking up a student provide identification and authority from the parent/caregiver. Students remaining after 2:40 must be picked-up from the office.

Early Arrivals/ Dismissals

Students are permitted to enter the building at 7:30 am. If parents need to dismiss a child from school before 2:00 p.m., they should come to the office, sign a dismissal form, and the teacher/aide will be asked to bring the student to the office. Note that there are no early dismissals after 2:00 p.m. Lunch is served

from 11:30 to 12:15. Please make arrangements for your child's meal if dismissal is during this time. Please give your teacher prior notice.

Change of Address

Upon changing your address and telephone number, please notify the school office immediately. If you change your address and your child requires bus transportation, please keep in mind district transportation changes take 5 days. If you move and have not given a 5 days notice, you will be responsible for transporting your child. If your child does not attend school during the transition, the absences will be unexcused.

Attendance

The Greenville County School District and State Department of Education understands the medical conditions and related absences of our student population. However, we are required to comply with the laws regarding attendance. The State only allows ten (10) absences each year to cover minor illnesses, family obligations, or any other routine reasons for not attending school. After the tenth absence, a student may miss school only if a doctor's note can certify the illness, or if there is a death in the family or a recognized religious holiday. In an effort to comply with this law, please secure a medical note each time your child is taken to a physician. You are requested to send a note within three days of your child's returning to school so the attendance can be properly recorded. If a reason for the absence is not communicated within three days of the student's return, the absence will be recorded as "unexcused/unlawful." When the student has three (3) unexcused absences, an attendance referral will be given to a school administrator. After five (5) unexcused absences, the school district's attendance services will be notified. Be aware that vacation is considered an unlawful absence. Thank you for your help in complying with the state laws and regulations.

Tardiness

If a student arrives at school after 8:10 a.m., the parent must accompany the student to the office and sign in. The classroom will be called to send a staff member to accompany the student to the classroom or an administrator will escort the student to class.

Breakfast will not be served after 8:15 a.m. except in the case of late bus arrivals. We realize that some students may require daily specialized medical procedures prior to arrival. Should this cause tardiness on a regular basis, a physician's note will be requested.

School Closing

School closing or early dismissals due to bad weather (or other emergencies) will be announced on local radio, district website and TV. Parents are expected to make arrangements for someone to accept the child when the bus arrives at home or to pick the child up if they are regularly transported by car.

Meals

Breakfast and lunch are served daily at school. Full prices per day for meals are **\$1.00 for breakfast and \$2.00 for lunch**. Reduced prices are available for those who qualify through the "Reduced Lunch Program." Applications for Free and Reduced lunches are included in your child's beginning school information packet. Money for lunches is to be sent on the first day of the week. Please send cash/ checks in a sealed labeled envelope.

Food and Nutrition Services expects payment either in advance or at the point of service. Students are allowed to charge meals on an emergency basis only. Adults at all locations are not allowed to charge meals. If parents or guardians find it impossible to pay student meals, please apply for free and reduced meals by completing an application available from you school Cafeteria Manager. An application for free and reduced meals will be sent home the first day your child attends school. Complete all information and return the next school day. Be sure to include Social Security Numbers for all family members.

Health and Medication

To contact the school nurse, please dial 355-0262

A Nursing Supervisor and Nurse Practitioner direct student health care. As required, LPNs are assigned to classrooms to address specific student needs. Additional LPNs are assigned to work in conjunction with the Nurse Practitioner. The Health Room is an emergency station and is not designed for extended care. It is the responsibility of the school nurses to evaluate, administer first aid and refer to the parents if further medical attention is needed. School district and DHEC guidelines are followed. Parents will be contacted when necessary. Please refer to the Childcare Exclusion Letter in the Student Packet. When a student is required to take medication(s) at school including over the counter medications such as Tylenol, cough medicine, etc. the following guidelines are followed:

1. Written permissions from the parent or legal guardian and the physician (for prescription drugs) for each medication are required and must be maintained in the office or health room. This permission is valid only during the school year in which it is presented. Forms are in Student Packet.

2. Written permission from the parent or legal guardian is required for each non-prescription drug and must be maintained in the office or health room.
3. The parent must provide all medications in individually labeled bottles and must indicate on the bottle the student's name, date, medication, dosage, strength and directions for use.
4. Written permission from the parent or legal guardian and the physician are necessary for medical procedures such as use of the tube feeding, VNS magnet, administration of Diastat, use of the EPI pen, suctioning, etc. Physician directives are required regarding proper procedures for use.

Reasons for Medical Exclusion from Attendance at Washington Center

The DHEC Childcare Exclusion List is used for student in grades 1-12 who are designated as being medically fragile. For the purpose of school exclusion, the term "medically fragile" refers to those school students with special healthcare needs and/or developmental delays who require close assistance with feeding or other personal hygiene activities by which communicable illnesses may be easily spread.

- Fever: a) Temperature reading of 101 or higher
b) Temperature of 100 degrees or higher when accompanied by other indicators of beginning illness.
- Uncontrolled diarrhea described as 3 or more incidents a 24 hour period. Exclusion is not required if student is known to have diarrheal symptoms for a non-infectious condition.
- Vomiting – 2 incidents while at school.
- Illness that prevents the child from participating comfortably in program activities.
- Rash with fever or behavioral change until a physician has determined the illness is not a communicable disease.
*Note must be provided by a physician upon child's return to school.
- Unusual lethargy, severe irritability, difficulty breathing, or other manifestations of possible severe illness.

Discipline and Dress Code

Washington Center follows the District's Code of Conduct and Dress Code for students. These codes are available through the district website.

Student Insurance

Optional student accident insurance is available for a fee. Information is included in the packet that is sent home the first day your child attends school.

Classroom Observation

Parents are welcome to observe their student anytime. Please remember to sign-in the office and obtain a visitors pass. Parents may observe through the adjoining observation room with the door open to maximize sound quality and minimize classroom distractions.

Phone Calls

Parents wishing to confer with teachers on the phone are asked to call before or after student hours. However, your child's teacher will give you the classroom phone number and your message will go directly to voice mail and email. He or she will return calls during their planning time.

Teachers or school staff may need to contact parents. **It is very important that we have an emergency phone number in case a parent cannot be reached at the home or work number.**

SCHOOL INFORMATION AND PROGRAMS

Washington Center serves students with special needs from all areas of Greenville County. Students are placed at the school after evaluations. An IEP Committee determines that this environment is the most appropriate and least restrictive setting for a student's education.

The Staff

All teachers are certified by the South Carolina Department of Education. Classroom teachers are supported by paraprofessionals. The following specialists are on staff to meet specific needs:

Principal	Nurse Supervisor, Nurse Practitioner
Music Teacher	LPN's, and Orderly
Adaptive Physical Education Teacher	Occupational Therapists
Art Teacher	Physical Therapists
Work Adjustment Teacher	Speech Pathologists
Media Specialist	Itinerant Vision Services
Program Facilitator	Para Professionals
Administrative Assistant	Specialized Cafeteria Staff
Clerical Staff	Itinerant Orientation & Mobility Services

The Program

An Individualized Educational Plan (IEP) is developed for each student at Washington Center. This plan addresses needs identified by evaluation and parental input. A review of the plan is conducted annually with the parent or guardian. At any time, the teacher or parent can request that an IEP meeting be reconvened. Reports are sent home eight times per year, i.e. interim reports and progress reports. Please see the District calendar for the distribution dates.

Each parent has been given the district's Parent Handbook for Special Education. Please refer to this handbook for information relating to Due Process information

The community is active in our program through PTA, School Improvement Council, Special Olympics, Walk & Roll, assemblies, festivals, field trips, volunteers and business/education partnerships. Activities with non-disabled peers are scheduled throughout the year. Many classes attend events at the Peace Center and students are given opportunities for Community Based Instruction.

Expectations

To support staff in maintaining high standards and achievement, parents are encouraged to accept responsibility for implementing activities at home to supplement their child's school program.

By working together, the teacher and parent will influence the student to achieve gains in all areas of the Individual Educational Plan (IEP). We celebrate the sometimes small, but important steps in progress. Encouragement from home greatly influences student success at school. Staff would like all parents to be involved in the **BIGmack Attack Communication and Literacy** programs.

Communication

The Washington Center website (www.greenville.k12.sc.us/washctr) contains a variety of information regarding the school, programs, and sites for individual staff members. You will find updates photographs of recent activities and details of upcoming events. Consult your teacher's site frequently for the latest in classroom events.

Teachers are required to correspond with parents on a regular basis by means of notes, checklists, communication device (such as the BIGmack), and phone calls. Quarterly and Interim progress reports keep parents informed regarding progress on IEP goals. Yearly IEP meetings are important planning sessions for your child's educational program.

Washington Center is regularly spotlighted in various local media publications. Photos and information about our activities is purposed to make our community aware of our excellent program and special student population.

Community Based Instruction (CBI)/Field Trips

A CBI/Field Trip Calendar permission form will be sent home to parents monthly. This form must be signed and returned in order for your student to participate.

Programs and Special Activities

Information relating to school programs and special activities will be provided throughout the year. You are encouraged to come and participate. The following events are currently scheduled:

- ❖ Meet Your Teacher – August 13
- ❖ Picture Day – September 21
- ❖ Challenge Day – Bob Jones – October 1
- ❖ Boo At The School – October 29
- ❖ Family Night – TBA
- ❖ Santa Visit – December 17
- ❖ Valentine Pageant/Dance – February 14
- ❖ Black History Celebration – February 25
- ❖ Special Olympics – TBA
- ❖ Walk & Roll – TBA
- ❖ Craft Day – May 6
- ❖ Awards Day/Graduation – June 1

Visitors

Parents are always welcomed as visitors at school. However, the school does follow district policy on security issues. Any person coming on campus must first report to the office, sign in and will be given a visitors badge. All outside access doors except the front office doors to the school will be locked at 8:30 am.

Volunteer Programs

Volunteers are valuable to our school programs. Students from neighboring schools and colleges along with parents and community partners serve as Reading Buddies, tutors and helpers. All volunteers are screened and interviewed according to district policy.

Washington Center PTA

The local Parent-Teacher Association (PTA) is a self-governing unit that plans its programs and activities to meet the needs of children and youth in the community.

PTA welcomes into membership parents, teachers, students and all other persons interested in the well being of children and youth. Dues this year will be \$5.00 per person.

The **Objectives of the PTA** are:

1. To promote the welfare of the children and youth in home, school, community and place of worship.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children.
4. To bring into closer relationship the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educator and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Executive Board for 2010-2011

President	Gloria Stamps
Vice-President	Karen Grindstaff
Secretary	Michelle Richey
Treasurer	Sarah Jane Tollison
Membership	Jennifer Fredrick
Newsletter	Linda Thigpen

Meeting Dates for PTA Board

The first meeting of the year is Thursday, September 2, 2010 at 12:30 pm. Meetings will be held on the first Thursday of each month at 12:30 pm in the conference room.