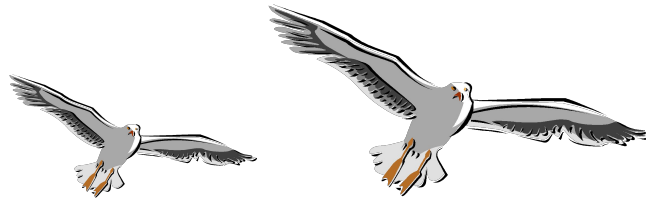


WASHINGTON CENTER



“Those You Think Cannot ... Can!”

Handbook/Parent/Students 2015-2016

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

***Transportation:
355-3030***

**Penny Rogers, Ph.D., Principal
Linda Hill, Program Facilitator
Linda Thigpen, Instructional Coach
Barbara Bingham, Program Facilitator/Hollis
PTA President, Susie Robison
SIC Chairman, Keith Kingren**



WASHINGTON CENTER
Greenville County Schools

August 2015

Dear Parents:

Welcome to the 15-16 school year at Washington Center. We are all looking forward to working with our students and with you, and we have been busy this summer making plans. This year we will continue to expand our technology capabilities in order to more fully integrate technology into daily instruction. Additionally, we will continue to place emphasis on providing community based experiences through both actual and virtual field trips; and, we are moving forward with plans for a therapeutic nature trail we plan to develop on the property behind the school.,

We continue to be grateful for community members and business partners who assist us in so many ways, and who enrich virtually all aspects of the Washington Center program. Please visit often, and share your ideas.

We look forward to hearing from you.

Sincerely,

*Penny Rogers, Ph.D., Principal
Linda Hill, Program Facilitator
Linda Thigpen, Instructional Coach
Barbara Bingham, Program Facilitator, Washington Center/Hollis*

**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 call the Special Education Bus Center at **355-3030**.

During inclement weather, bus schedules may vary, particularly if school starts late or dismisses early. Listen to your local radio station; watch the local TV station; or, consult the school district website, www.greenville.k12.sc.us, for updated information. The district will often send a message to all families when there are weather related schedule changes, and we have a school app called "Remind" that you can download on your cell phone in order to receive reminders of various kinds from Washington Center. (See instructions for downloading the Remind App below.)

Please notify the teacher/office as soon as possible if your child will have an early dismissal causing a change in his or her afternoon transportation arrangement. Also, it is essential for someone to be at home to receive your student when the bus arrives. Otherwise, the driver will return your student to Washington Center where we have limited staff available for supervision. Our office closes at 4:00 pm.

Remind App Instructions:

From a computer

1. Go to www.remind.com
2. Click I'm a student or parent
3. Type in c661a for the class code
4. Click join
5. Enter your phone number or email address
6. Type in the confirmation code

From a Smartphone

1. Go to the app store
2. Search for Remind
3. Click free or download
4. Open Remind
5. If you already have an account, sign in using your email and password. If not, click create account.
6. Once logged in, click the "Classes" button at the bottom.
7. Click the + button next to "Classes I've Joined"
8. Enter the class code c661a

Car Transportation

At the main campus, students who are car riders may be loaded/unloaded underneath the front portico, and a staff member will escort them to their designated sites. At the Hollis campus, car riders are to be loaded/unloaded at the Hollis Academy bus loop, which is the main entrance for the Washington Center at Hollis Campus. Please park in a visitor space if you need to enter the building. All visitor access is through the office. Note that there will be no staff available to supervise students prior to 7:30 am.

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

Car riders on the main campus will be brought to the front foyer for dismissal. Please notify the teacher and/or office if you are altering your transportation plans or if you anticipate being late for pick-up. Your student will only be released to you or to someone on your designated pick up list. Photo identification will be required for anyone taking a student from school.

Early Arrivals/ Dismissals

Students are permitted to enter the building as early as 7:30 a.m. If parents need to take a child from school before 2:00 p.m., we ask that they come to the office, sign a dismissal form, and allow us to have the teacher/aide bring the student to the office. Note that there are no early dismissals after 2:00 p.m., and lunch is served from 11:30 to 12:15. Please make arrangements for your child's meal if dismissal is during this time. Also, please give your teacher prior notice regarding any changes in plans.

Change of Address

When changing your address and/or telephone number, please notify the school office immediately. If you move to a different location and your child requires bus transportation, please keep in mind that district transportation changes may take up to five days to arrange. Until the bus schedule can be changed to accommodate your move, families are asked to transport students to and from school.

Attendance

Greenville County Schools and the SC Department of Education make allowances for our students' excessive absences related to chronic illnesses; however, state law allows only ten (10) student absences each year to cover minor illnesses, family obligations, or any other routine reason for being out of school. After the tenth absence, documentation from a doctor is required in order to record the day as "excused", other than in cases of a family death or a recognized religious holiday.

Within three days of your student missing school, please send a note to us so that the absence can be accurately recorded. Three unexcused absences will be reported to school administration, and five (5) unexcused absences will result in a referral to Attendance Services. Be aware that personal vacations are not excused absences.

Tardiness

Students arriving at school after 8:10 a.m. must be accompanied to the office by a parent or care giver. They will then be met by a staff member who will escort them to the classroom.

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 and television stations, the district's info line (355-3100), the district website, and by School Messenger and text (Remind app). When a decision is announced to have an early dismissal, parents are expected to make arrangements for someone to accept the student when the bus arrives at home or to pick up students at school if they are transported by car.

Meals

Breakfast and lunch are served daily. Lunch this year costs \$2.30 and breakfast is provided at no charge. Free and reduced price lunches are available for those who qualify through the "Reduced Lunch Program", and all families are asked to complete Free/Reduced applications, even if students are homebound or tube fed. Applications for Free and Reduced lunches are included in your child's Back to School packet. Title One funds are tied to the number of students qualifying for subsidized meals, regardless of whether or not a given student actually eats lunchroom meals.

Money for lunches is to be sent on the first day of the week or at the time of service. Please send cash/ checks in a sealed, labeled envelope, or use the "Pay for Student Meals Online" option as described on the district website, www.greenville.k12.sc.us.

Health and Medication

**To contact the Washington Center nurse, please call 355-0262.
Nurse for Washington Center @ Hollis: 355-4886**

Washington Center's highly qualified nursing staff is responsible for student health care needs. The Health Room is an emergency station and is not designed for extended care. It is the responsibility of the school nurses to evaluate students, administer first aid and contact parents if additional medical attention is needed. School district and DHEC guidelines will be followed, and parents will be notified regarding any medical concerns. Please refer to the Childcare Exclusion Letter in the Student Packet.

When a student is to take medication(s) at school, including over the counter medications such as acetaminophen, ibuprofen, cough medicine, etc., the following guidelines are to be followed:

1. Written permission from parent or legal guardian must be on file and prescription medications also require doctor permission/order. Permissions are valid only during the school year in which they are received. Forms are in student packets and are available for download through the Greenville School District website-Parents-Forms.
2. Parents are to provide all medications in labeled bottles that have student's name, date, medication, dosage, strength and directions for use printed on the outside.
3. 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/orders are required regarding proper procedures for use. Procedure forms are available for download at the GCS district website under "parent forms".
4. Medications are not to be sent to school by way of students. Rather, they must be brought to the nurse directly by the parent or designated adult caring for the student.

Reasons for Medical Exclusion from Attendance at Washington Center

The DHEC Childcare Exclusion List is used for students who are designated as being “medically fragile”. For the purpose of school exclusion, the term “medically fragile” refers to those school students with special health care needs and/or developmental delays who require a level of assistance with feeding and/or personal hygiene activities which could possibly result in transmission of communicable illnesses.

- 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 in 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 that the illness is not a communicable disease. Written documentation 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.

Bullying

Reporting Bullying, Discrimination, Harassment and Intimidation

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student’s parent. If the allegation is against the school’s administration, the student or parent should file a report directly with the District’s Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Investigations and Consequences

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and to prevent such misconduct from occurring again. The student and his/her parent shall be informed

of the results of the investigation and shall be advised as to how they may report any additional problems. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request. <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

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 under Parents-FAQs.

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 in classes. Please first sign in at the office and obtain a visitor's pass. A staff member will escort you to the designated observation area.

SCHOOL INFORMATION AND PROGRAMS

Washington Center serves students with special needs from across Greenville County. Students are assigned to the school only when an IEP team determines that a separate center is the most appropriate and least restrictive setting for a student.

The Staff

All Washington Center teachers are certified by the South Carolina Department of Education and each class is supported by two or more paraprofessionals.

The following specialists are also on staff to meet specific needs:

Principal	Nurse Supervisor, Nurse Practitioner
Music Teacher	LPNs and Orderly
Adaptive Physical Education Teacher	Occupational Therapists
Instructional Coach	Clerical Staff
Art Teacher	Physical Therapists
Daily Living Teacher	Speech Pathologists
Media Specialist	Itinerant Vision/ Mobility Services
Program Facilitators	Para-Professionals
Specialized Cafeteria Staff	Itinerant Orientation & Mobility Services

The Washington Center Program

An Individualized Educational Program (IEP) is developed for each student at Washington Center. This plan addresses needs identified via evaluation and parental/teacher/therapist input. A review of the plan is conducted annually with the parent or guardian. At any time, a teacher or parent may request that an IEP meeting be reconvened. Student reports are sent home eight times per year. 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 related to Due Process procedures and to this document for information specific to Washington Center.

The community is active in our program through PTA, School Improvement Council, Special Olympics, Walk & Roll, assemblies, festivals, field trips, volunteer initiatives and business/education partnerships. Activities with non-disabled peers are scheduled throughout the year. Additionally, students ages 13 and up have specific community based activities included in their instructional programs weekly.

Expectations

To support staff in maintaining high standards and improving achievement, parents are encouraged to supplement the school program by providing activities at home and with family. Family training sessions are held throughout the year, and parents are invited to attend PTA and SIC meetings.

By working together, the teacher and parent will help the student to achieve gains in every area of the Individual Educational Program (IEP). At Washington Center, we celebrate all student progress, and encouragement from home definitely makes a difference at school. Thank you in advance for your support.

Communication

Washington Center's website <http://www.greenville.k12.sc.us/washctr/>, Facebook page, and YouTube account provide a variety of information regarding Washington Center programs and activities. Also, teacher websites and monthly newsletters offer information about specific classroom activities. Please visit teacher and school sites regularly.

Teachers are encouraged to correspond with parents on a regular basis by means of notes, checklists, communication devices (such as the BIG Mack), emails and phone calls. Quarterly and Interim progress reports document progress on IEP goals. Yearly IEP meetings are important for planning your student's educational program.

Parents wishing to confer with teachers on the telephone are asked to call before or after student hours. However, your child's teacher will give you the classroom telephone number, and during instructional time your call will go directly to voice mail and email. It will then be returned during the teacher's planning time.

Please provide multiple emergency phone numbers for your child, in addition to the parent/caregiver contact numbers, in case a parent cannot be reached at a main number.

Washington Center is regularly spotlighted in various local media publications. Photos and information about our activities help to inform the community about our excellent program and special student population. Our school newsletter, *The Seagull Express*, is published quarterly, and it is available in both Spanish and English.

Community Based Instruction (CBI) and Field Trips

A CBI/Field Trip Calendar and permission form will be sent home monthly to parents of students ages 13 and up. This form must be signed and returned prior to student participation.

Programs and Special Activities

Information related to school programs and special activities will be provided throughout the year. You are encouraged to join us anytime you are available. The following events are currently planned:

- ❖ Meet Your Teacher – August 17
- ❖ Picture Day – September 22 & 23 (at WC @ Hollis)
- ❖ Challenge Day – Bob Jones – September 25
- ❖ Boo In The School – October 30
- ❖ Family Night – November TBA
- ❖ Santa Visit – December 18
- ❖ Valentine Pageant/Dance – February 12
- ❖ Black History Celebration – February 26
- ❖ Spirit Week- March TBA
- ❖ Special Olympics – TBA
- ❖ Walk & Roll – TBA
- ❖ Craft Day – May 6
- ❖ Community Day- May 27
- ❖ Awards Day/Graduation – June 1

Visitors

Parents are always welcome at school. However, the school follows district policy regarding security. Anyone coming on campus must first report to the office to sign in and receive a visitor's badge. All outside access doors, except the front office doors, are locked at 8:10 a.m. At the Hollis campus, please use the outside wall phone to contact the staff and gain access to the building.

Volunteer Programs

Volunteers are valuable to our school programs. Students from neighboring schools and colleges, in addition to 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 Parent-Teacher Association (PTA) is a self-governing unit that plans programs and activities to meet the needs of children and youth in the community. Washington Center's PTA welcomes into membership parents, teachers, and students. Dues are \$5.00 for the year.

Objectives of the PTA:

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 2014-2015

President- Susie Robison
 Co Vice-President- Carla Burkhardt and Karen Grindstaff
 Treasurer- Valerie Allen
 Secretary- Susan Budd
 Membership- Sandy McDowell
 Ways & Means- Gloria Stamps
 Hollis Liaison - TBD
 Teacher Representative- TBD

Meeting Dates for PTA Board

PTA general session meetings will be held on the first Thursday of each month at 1:00. The first meeting of the year is August 6, 2015. Meetings will be held in the school conference room.

SIC (School Improvement Committee)

Washington Center’s School Improvement Committee is an elected group of parents, staff and community members that meets monthly to collaborate with school personnel on matters pertaining to Washington Center. Meeting dates, agendas and minutes are posted on the school website, and visitors are welcome to attend.

SIC Members for 2014-2015

Chairman	Keith Kingren
Parent Representative	Susie Robison
Parent Representative	Susan Budd
Community Representative	Ann Poole
Community Representative	JoAnn Shook
Community Representative	Dr. Dee Malone
Teacher Representative	To be Elected
Teacher Representative	To be Elected
School Administration	

Scheduled Meeting Dates: Meetings are held at 11:30 a.m. on the third Tuesday of every month, September through May, at Washington Center’s main campus, unless otherwise advertised.

Legal Requirements Related to Technology

Please be advised of the legal requirement related to technology described below and distributed to all Greenville County Schools parents/guardians:

Greenville County Schools believes that technology is an important resource for enhancing the education of students with the most effective web-based tools and applications for learning. To provide students with access to web-based resources, school systems must abide by federal regulations that require parent/guardian consent as outlined below.

Several third-party computer software applications and web-based services are utilized by our schools. These may include Edmodo, Google Apps for Education, Office 365 for Education, and other similar educational programs. A list of the programs with the terms of use and privacy policy for each can be found at: <http://www.greenville.k12.sc.us/Parents/main.asp?titleid=coppa>.

In order for students to use these third-party software programs and services, certain personal identifying information - the student's name, GCS email address and GCS user name - must be provided to the web site operators. Under federal law, these websites must provide parental notification and obtain verifiable parental consent before collecting personal information from children (Federal Trade Commission – Children's Online Privacy Protection Act "COPPA"). The law permits school districts to obtain this consent thereby eliminating the need for each website operator to request parental consent.

This form will constitute consent for Greenville County Schools to provide personal identifying information for your child consisting of only first name, last name; GCS email address and GCS username to the operators of web-based educational programs and services.

Please be advised that without receipt of this signed form we cannot provide your student any educational resources offered by web-based educational programs and services.

Student Name:

Parent/Guardian Name (Please Print):

Parent/Guardian Signature:

Date:

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of Board Policy and Administrative Rule EFE – Acceptable Use of Technology. This document is available for review at <http://www.greenville.k12.sc.us/Departments/main.asp?titleid=etsaup>.

El Condado Escolar de Greenville cree que la tecnología es un recurso importante para mejorar la educación de los estudiantes con las más efectivas herramientas electrónicas y aplicaciones para el aprendizaje. Para proveer a los estudiantes acceso a recursos electrónicos, los sistemas escolares deben cumplir regulaciones federales que requieren que el padre/guardián consienta como se indica a continuación.

Varias aplicaciones y programas electrónicos de terceras partes son utilizadas por nuestras escuelas. Estas incluyen Edmodo, Google Apps para Educación, Office 365 para educación y otros programas educativos similares. Una lista de los programas con los términos de uso y las políticas de privacidad para cada una de estas puede ser encontrada en:

<http://www.greenville.k12.sc.us/Parents/main.asp?titleid=coppa>.

A fin de que los estudiantes puedan usar estos programas y servicios de terceras partes, cierta información de identificación personal – los nombres de los estudiantes, el correo electrónico y el nombre de usuario del Condado Escolar de Greenville (CEG) – deben de ser proveídos a los operadores de las páginas electrónicas. Bajo ley federal, estas páginas electrónicas deben proveer notificación a los padres y obtener el consentimiento verificable de los padres antes de recoger información personal de los niños (La Comisión Federal de Comercio – Children's Online Privacy Protection Act COPPA). La ley permite que los Distritos Escolares obtengan este consentimiento y así eliminar la necesidad de cada uno de los operadores de las páginas de solicitar el consentimiento de los padres.

Este formulario constituirá su consentimiento al Condado Escolar de Greenville para proveer información de identificación personal para su hijo/a consistiendo solo en el primer nombre, apellido correo electrónico y nombre de usuario del CEG a los operadores de los programas y servicios educativos.

Por favor tenga en cuenta que si no se recibe este formulario firmado no podemos proveer a su estudiante con todos los recursos educativos que son ofrecidos por los programas y servicios educativos.

Nombre del Estudiante:

Nombre del Padre/Guardián (En letra de Imprenta):

Firma del Padre/Guardián:

Fecha: _____

Se espera que cada empleado, estudiante o usuario que no sea estudiante del Condado Escolar de Greenville (CEG) este familiarizado y que siga los requisitos y expectativas de las Políticas del Consejo y las Regla Administrativa EFE – Uso aceptable de Tecnología. Este documento esta disponible en:

<http://www.greenville.k12.sc.us/Departments/main.asp?titleid=etsaup>.