

ELASTIC CLAUSE

The student-parent handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each one of you will have a successful and enjoyable school year. Please take time to know the rules and regulations you are expected to follow and many of the little problems can be avoided. If you have questions or concerns, contact the Principal or either Assistant Principal at 355-0400.

Woodland Elementary

“Where Every Leader Succeeds in Learning and Life”

STUDENT/PARENT HANDBOOK 2016-2017

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School Office Hours 7:30 am - 4:00 pm

August 2016

Dear Woodland Wildcat leader and family,

On behalf of our teachers and entire staff- WELCOME BACK to another new school year! We are so glad you are here! What a great year we have planned for you. Now that summer has ended and we have returned to school, we want to share some very important information with you through this STUDENT-PARENT HANDBOOK. It has been carefully prepared to help all of us have a better understanding of each other and to make Woodland a more pleasant and safe place to learn and work. Please take the time to read through our handbook with your parents. Knowing exactly what is expected to keep you safe and focused on learning will make this school year easier, more rewarding and lots more fun. 2016-17 is going to be another GREAT year! Our theme for this year is a familiar one....Great Happens Here Every Day! We will continue our journey in growing as a Leader in Me School and as individual leaders. We will also continue to celebrate the greatness in each of you as we watch you continue to develop your gifts and strengths as a leader and a learner. This year we will focus on hard work, setting goals, responsibility, accountability, and citizenship. Each is important for successful leaders and a successful future. You are going to love it! I look forward to working with each of you this year, seeing your smiling face each day, and along with your teacher, helping you achieve your goals and effectively lead at your highest potential.

Remember, Great Happens Here Every Day!

Have an amazing school year!

Mrs. Mote

“Leadership is communicating to people their own worth and potential so clearly that they are inspired to see it in themselves.”
Stephen Covey

MISSION
Where Every Leader Succeeds in Learning and Life

DAILY SCHEDULES

7:25 - Earliest time students may enter the building.

School building opens to students. All students should go to the cafeteria for breakfast or to their assigned hallway for supervision by teachers. Breakfast is served from 7:25-7:50. *Only patrols, children of teachers, and participants of early morning programs/clubs are allowed to enter the building prior to 7:25 am. All other students who arrive early to school (prior to 7:25 am) must remain with their parents in the cars.

7:45 - All classrooms will be opened and teachers will be at their doors to greet students.

8:00 - The school day begins. All students arriving after 8:00 are tardy and must report to the attendance clerk (front office) before going to class. If students are frequently tardy, the parents must accompany their child to the office before the child will be admitted to class.

10:20-1:10 - Lunch is served (will be adjusted as needed).

2:00 - **There will be no early dismissals after 2:00 daily.**

2:25 - Afternoon announcements. **All students must be packed and ready for dismissal prior to announcements. All students should be seated and listening to announcements. There should be no movement until the announcements are finished.**

2:30 - All students are dismissed.

2:45 - All car riders must be picked up by this time. Late parents will have to enter the building to pick up their child.

Supervision by the Woodland staff is provided from 7:25 a.m. until 2:45 p.m. Students may not enter the building without parent supervision before or after these hours. Only patrols and children of teachers are allowed in the building before and after school hours. Students that have not been picked up by 2:45 will remain in their classroom. Parents may pick up their children at the classroom door.

ACCIDENTS AND EMERGENCIES

In case of an accident, authorized school personnel will give first aid. In cases of serious accidents or illness, every effort is made to contact the parents. The school follows the parent's directions on the health card and enrollment form if unable to reach them when a child needs more than first aid. **All contact information must be current and correct at all times.**

ADDRESS AND/OR PHONE NUMBER CHANGE

It is necessary that the school office have on file your **current address and home/work phone numbers at all times.** This information is especially important in cases of emergency. Please notify the office immediately if you change your address or phone numbers. Many persons have an unlisted telephone number; however, the school must have a number where parents can be located. The school will not release unlisted phone numbers.

ARTICLES PROHIBITED IN SCHOOL

Anything that might be a hazard to the safety of other children or interfere in any way with school procedures may not be brought to school. Such items as guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, pornographic material, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken away from the student. Prescription drugs and inhalants are not allowed without a physician's permission in writing and on file in the Health room. Any abuse of this policy will be dealt with according to school district policy. Fighting, drugs, and weapons at school may result in suspension. **Students are in school to study and learn; therefore, toys are not allowed at school unless the teacher specifies a purpose.**

ATTENDANCE

The attendance guidelines are from the South Carolina Compulsory Attendance Law. All schools in South Carolina are required to comply with this law. A Disciplinary Referral form will be completed and sent to the school administrator for students that have accumulated three (3) consecutive or a total of five (5) unexcused absences. The student will be coded as "truant" in the school database. An intervention conference will be conducted with the parent or guardian. Good attendance is required at Woodland Elementary. On days when students are absent, the school will contact the parents by telephone. Teachers are not required to provide makeup work for unexcused absences. The school year consists of 180 days. To receive credit, students must attend at least 170 days of each 180-day school year, as well as meet all minimum requirements for that grade. **According to S.C. Compulsory School Attendance Law: Accrued student absences, either excused or unexcused, or a combination thereof, may not exceed ten (10) days during the school year. Any absence in excess of over ten (10) days may cause the student to lose credit for the year.** A record of student attendance is kept beginning with the first day of

school. Students are counted present only when they are in school, on homebound instruction, or present at an activity authorized by the school principal. Students must be in attendance until 12:30 to be counted present for a full day.

EXCEPTIONS: Student becomes ill or injured at school and the nurse and parent deem it necessary for the student to go home before 12:30. If the student has a doctor's appointment before 12:30, the parent must provide a note to the school stating doctor's name and time of appointment to be excused.

LAWFUL ABSENCES

1. Absences caused by a student's own illness* and whose attendance in school would endanger his or her health or the health of others. (*Verified by a statement from a physician within two (2) days of the student's return to school.)
2. Absences due to health related appointments. An excuse for an appointment lasting for a short portion of the school day does not excuse an entire day. Appointments should be scheduled after school hours if possible. A physician must verify absences within two (2) days of the student's return to school.
3. Absences due to hospitalization or extended medical care by a physician, which are not of sufficient duration to warrant homebound instruction. Students who are out of school for longer periods due to medical conditions should request homebound instruction. Forms are available from the guidance department.
4. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school. *(Even though a parent may phone the school, a written notice must also be sent to the school. Written documentation shall include the reason for absence, date, parent signature, and a phone number. An obituary or funeral program may be requested to verify deaths.)*
5. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
6. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.
7. Suspensions are counted as lawful absences *(unless a student is subject to court attendance.)*
8. Absences for court appearances. (Documentation must be provided.)
9. With approval from the principal, students may be absent for a portion of the school day or the entire day for school-sponsored activities such as field trips, academic competitions, athletic events or other extracurricular activities. The school will not count the student absent from class/school in such cases.
10. Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up to five (5) days of excused absences provided that 1)the absence is preapproved, 2)the student is in good standing, 3)the student has a prior record of good attendance, and 4)missed work is completed and turned in within the school's allotted time period.

UNLAWFUL ABSENCES

1. Absences of a student without the knowledge of his or her parents. *(If a student brings a false or forged excuse, the student should be referred to the administration for appropriate action.)*
2. Absences of a student without acceptable cause with the knowledge of his or her parents including travel, personal business or family issues not approved prior to absence.
3. Absences of a student for which an excuse was not provided to the school within two (2) days of the student's return to school.
4. Any absence not specifically defined under lawful absences.

AWARDS DAY

End of year Awards Day celebrations will be held in the classrooms for grades K-2. Teachers in those grade levels will notify parents of specific details at the appropriate time. A more formal ceremonies will be held for grades 3-5. These events are usually held in the cafeteria. Parents will be notified of the details at the appropriate time.

BREAKFAST/LUNCH

Breakfast is served at Woodland each day between 7:25 and 7:50. Students who arrive after 7:50 will not be offered breakfast. All students are offered breakfast free of charge as part of the GCSD Universal Breakfast Program. **Parents are not allowed to bring in lunch from Fast Food establishments for their individual child or for the entire class.** The **Free and Reduced Lunch Program** is available under the National School Lunch Program. An application form will be given to enrolling students. Parents will be notified in writing of eligibility. Parents will need to pay for a child's meal until their application has been

returned to the school and approved. Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary and middle schools are allowed to charge meals on an emergency basis only. Students at high schools and adults at all locations are not allowed to charge meals. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school Cafeteria Manager.

Lunch & Milk Prices*

<u>Student Meal</u>	<u>Adult Meal</u>
Breakfast - no Charge	Breakfast \$2.10
Lunch Paid \$12.00 (weekly) \$2.40 (daily)	Lunch \$3.70
Lunch Reduced \$2.00 (weekly) \$0.40 (daily)	
Extra Milk .65	

***Meal prices are subject to change. Please refer to the District's website for current meal prices. A menu is sent home each month with the meal choices. Students have three different menu choices each day.**

****Parents are not allowed to bring in lunches from outside sources (ex: McDonald's, Subway, Chick-Fil-A, etc.). Soft drinks are not permitted in the school cafeteria. Students may bring a lunch from home or purchase from the cafeteria. Fruit juice or water may be brought from home or purchased in the cafeteria. Parents who choose to bring treats to lunch for their child's class may not share with other classes unless all students are given a treat.**

BIKES, SKATEBOARDS, AND HEELYS

Bikes may be ridden by students and parked in the assigned parking areas if allowed from a designated neighborhood according to GCS D Transportation. Students must place their bikes in a bike rack each day and show respect to others property. **All children riding bicycles need to wear a helmet. Bikes are not to be ridden on the sidewalks around the school at any time. Heelys and skateboards are not allowed on school campus.**

BIRTHDAYS

Any treats sent to school for birthday celebrations can only be consumed in the cafeteria at lunchtime. Please notify the teacher ahead of time. Any items sent to the school for your child (such as balloons, gifts, or flowers) will be held for your child in the office until dismissal to prevent interruptions in the classroom. Students may not take balloons on the bus because this interferes with the driver's ability to have a clear view. **Invitations to parties outside of school may not be passed out at school.**

BOOKBAGS

Rolling bookbags are allowed at school for students in grades 2-5. A student may be asked to carry the book bag if they are using it for something other than to transport books. (i.e. horseplay). The administration will notify you if this should occur.

CARING FOR OUR BUILDING, GROUNDS and SCHOOL PROPERTY

Woodland's students, staff, parents, and visitors are expected to respect every part of our school at all times. Any person who damages the building, grounds, books, supplies, furniture or equipment will be responsible for paying for the repairs, replacement, or any other charges. The principal will assess any fees that are owed.

CHALLENGE PROGRAM

Beginning in grade three, the school district provides a program for gifted and talented students to challenge them with rigorous, complex class work and research. It is a pullout program which third grade students attend 125 minutes per week and students in grades four and five attend for at least 200 minutes per week. Gifted students demonstrate high performance ability or potential in academic areas. Identification in academic areas will be made using state criteria. Students may qualify automatically with a composite aptitude score in the 96th percentile or higher for their age group. If students do not qualify solely on aptitude, they need to meet criteria in two of three dimensions below.

Dimension A - Reasoning Abilities (similar aptitude test) Students must score in the 93rd national age percentile or above in one or more of the following areas: verbal, nonverbal, quantitative, or composite.

Dimension B - Academic Achievement (MAP, NNAT, OLSA or similar achievement test) Students must score in the 94th national age percentile or above in reading and/or math; students must score an advanced status in reading and/or math on a South Carolina statewide assessment instrument.

Dimension C - Intellectual / Academic Performance Students must earn a qualifying score on a performance task test; students in grade five must have a 3.75 GPA on a 4.0 scale at the end of 5th grade..

Administrators, parents, teachers, and students may make a referral for students to be screened. All students currently in the program will continue to be served. If a student withdraws from the program, he/she must meet current criteria to re-qualify. Results of private testing will not be accepted for placing students in the Challenge Program. Any questions regarding Challenge should be referred to the Challenge teacher.

LEADER IN ME

Character education is embedded throughout the curriculum and the school program. As an official “Leader In Me” school, Woodland Elementary follows the “Leader in Me” leadership model that provides opportunities for students to develop to their full potential. It is not a curriculum, but is a comprehensive process integrated into the traditions, systems, curriculum, and culture of our school.

CITIZENSHIP

Each classroom will establish class rules. In addition, your citizenship responsibilities are:

As a Woodland Wildcat, I will....

1. Respect myself and others at all times.
2. Respect all school property.
3. Listen to and follow directions the first time they are given.
4. Be responsible for my schoolwork.
5. Act in a safe manner.
6. Be considerate of others as he/ she speaks or moves about.

DISCIPLINE

Woodland Elementary is an orderly, disciplined school where students are responsible and accountable for their behavior. Students are expected to follow the classroom and school discipline plans. Most discipline problems can be handled between the teacher and the student. If the offense is serious or if the behavior persists, the student’s parents will be informed. There are times when the student’s parents are required to come to the school for a conference. Discipline policies are outlined in the Parent Express (the Greenville County School parent newsletter) and located on the District website.

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 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 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 how to report any subsequent 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#>

CLOSING OF SCHOOL

The closing of school in extreme weather or emergencies will be announced on all Greenville County radio and television stations during the early morning hours. If bad weather develops during the day, listen to the radio for information. You may also call 355-0400 for information. Greenville County School website can also be accessed for important information. In addition, you may receive an automated phone message from the school if any changes to the normal school schedule occur.

Snow and Ice ***Plan A- Woodland will follow the regular schedule.

***Plan B- When a decision is made to open school two hours late, bus duty will begin at 9:25 at Woodland. Classes will start at 10:00. Students not in class at 10:00 will be marked tardy.

***Plan C- When a decision is made to close schools for the entire day, students and teachers will not report to Woodland.

SCHOOL COUNSELING DEPARTMENT

Our counselors work closely with the school staff to provide a program of activities designed to enhance the personal, social and emotional development of our students. In addition to the classroom guidance lessons, the counselors work with individuals and small groups as well as parents and teachers to best meet the needs of all students. A teacher, parent, or staff member may refer students. The counselor is also available for conferences with parents. To schedule appointments please call 355-0400.

CONFERENCES

Conferences are scheduled for a variety of reasons throughout the school year in regular and special education classes. Normally, parents are invited to conference with the teacher in the fall and spring. These are very important and parents are urged to attend. A uniformed Parent/Teacher Conference Outline is used throughout the building. Parents are encouraged to participate in setting goals for their child during conference times. Parents may request a conference at any time by sending a note to the teacher or by emailing or calling the school office. Teachers or parents may also request special conferences as needed. Conferences/appointments with teachers cannot begin until afternoon dismissal has concluded each day.

DRESS CODE

The primary objective of The School District of Greenville County is to provide a World-Class instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or representing the school. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines. The following minimum standards apply throughout The School District of Greenville County and will be vigorously enforced. Principals may make additions to these standards.

- Student dress and grooming neat and clean.
- Shoes or sandals will be worn. Flip-flops (shower-type shoes) are not permitted.
- No bare midriff shirts or blouses will be permitted.
- No tank tops, spaghetti strap tops, halter-tops, or vests without shirts will be permitted. Straps have to be a minimum of 1 inch wide.
- No see-through or mesh garments may be worn.
- Hats, sunglasses, hair curlers, skullies, or do-rags may not be worn.
- No clothing/jewelry will be permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug ads or other inappropriate phrases or symbols.
- Shorts may be worn; however they must fit properly and in good taste. Not be shorter than mid-thigh. Biker or athletic shorts of any kind are not permitted.
- Skirts should fit and be in good taste and not be shorter than mid-thigh.
- If tights or leggings are worn, then a shirt or skirt must be worn as well. The shirt or skirt should fit, be in good taste, and not be shorter than mid-thigh.
- Clothing that inappropriately expose body parts or underclothing is not permitted.
- Trousers/slacks/shorts must be worn at waist level. Because of safety reasons, excessively baggy trousers and clothing are not permitted.
- Non-human colored hair is not permitted.
- Clothing may not drag on the floor.
- Extraneous articles hanging from clothing, such as chains or other articles are considered inappropriate, and will not be permitted.
- Facial jewelry is only permitted to be worn on the ears.
- Heels are not allowed.

***Special Note: Parents are not permitted to wear attire on school property that is not allowed for children. Ex: short shorts, see through tops, questionable/suggestive slogans or advertisements on clothing.**

DROPOFF AND DISMISSAL

Each car rider will be assigned a number for the length of his/her enrollment at Woodland Elementary School. The number will be used during afternoon dismissal only. The blue car tag will be used to announce each child's ride home in order to dismiss students safely and orderly in the afternoon. Parents MUST display the blue car tag (number) on the rearview mirror. Numbers must be visible at all times during dismissal. It is vital that our procedures are followed exactly to ensure the safety of adults and children alike. If your child does not exit the building when their number is called, please park in the parking lot once your group is moved and walk to the flagpole to wait for your child. Please have your car tag with you at the flagpole. Please remind your child of the importance of paying attention during dismissal. Parents must obey directions of each adult on traffic duty while on school property. By following these procedures, our dismissal process will run smoothly and safely. Woodland's car line is a cell phone free zone and for safety reasons, we respectfully request that all drivers refrain from using cell phones while driving on our campus. Please do not make a left hand turn when exiting the school during dismissal.

Morning Drop Off

Morning drop off is a hectic time and extreme caution must be exercised during this period. Our staff will be directing traffic each morning at the cross walk to ensure a safe arrival for all students, staff members, and visitors to the school. Parents of car riders are expected to obey posted traffic signs and regulations, exercise courtesy and caution while on campus and follow all directions given by the individual on duty each day. Failure to do so jeopardizes the safety of everyone. Those who fail to act responsibly and within the law will be reported immediately to law enforcement officials. Please note:

1. Car riders should not arrive before **7:25** each morning. Adult supervision is not provided until this time.
2. The bus entrance will be open from **7:35-7:55** to school traffic transporting 4th and 5th grade students, their siblings, and any others who carpool with them.

Orange car tags are required and will be provided to eligible 4th and 5th grade parents. Morning Drop-off Tags must be visible each day. Eligible cars using the bus entrance will make a right turn only into the bus entrance to enter and a right turn onto Gibb Shoals Rd. to exit. The bus entrance doors will be locked and teachers will be off morning duty at 7:55. Students arriving after 7:55 must be dropped off in the front drop-off area.

3. All students should be IN THEIR CLASSROOMS by 8:00 am. Anyone arriving to class after this time will be considered tardy.
4. Students are not permitted to walk across the parking lot to the front sidewalk unsupervised. Students riding in cars should be dropped off in the car line. In order to unload the maximum number of students, each driver is asked to pull up as far as possible in the car line before unloading your children.
5. Parents should NOT plan to walk children into the building after Friday, August 26, 2016.

Afternoon Pick Up

1. Students should be picked up between 2:30-2:45. Parents arriving after 2:45 will need to come to the office to get their child.
2. Parents MUST have a car number for their child displayed in the windshield of the vehicle at all times during dismissal. Please practice this number at home with your child so they will be sure to leave the building when you arrive. To protect our children, you will not be permitted to pick-up a child without a car number and will be required to report to the main office.
3. We **DO NOT grant early dismissals after 2:00.** Anyone needing to pick up a child after this time will need to go through the car line.
4. ALL children must be dismissed through the FRONT door into the car line.
5. Parents are not permitted to walk to the building to pick-up a child- **everyone MUST** utilize the car line.
6. Parents are asked to notify outside daycare providers in advance each time their child is absent from school.
7. **Orange Car Tag:** Use only the orange car tag for 4th & 5th grade morning drop off at the bus entrance. No car tag is needed for morning drop off at the front entrance.
Blue Car Tag: Use only the blue car tag for the car line for afternoon pick up at the front entrance.
8. If your child is a recall, please pull around and park at the flag pole. Please have your blue tag in hand with you while waiting at the flag pole for your child to come out.

EARLY DISMISSALS

Students, who need to leave school early, must have a written note from home containing: (form available on our website)

1. the date
2. student's name
3. time of dismissal
4. reason for dismissal
5. name of person picking up student
6. the signature of a parent

There will be no early dismissals after 2:00 p.m. All adults must show valid identification prior to the release of any student for an early dismissal. Additionally, the adult will sign the daily early dismissal log and the individual student's early dismissal record each time the student leaves school early. Parent requested early dismissals will count against perfect attendance unless a written doctor's excuse is provided. Chronic Early Dismissals without proper documentation will result in forfeiting perfect attendance and will be addressed by school administration.

EMERGENCIES AND ACCIDENTS

In case of an accident or emergency, authorized school personnel will give first aid. In all cases of accidents or illness, every effort will be made to contact the parents. If we are unable to reach you, the school will follow the parents' directions on the health card or information sheet. In the event of serious illness or injury; if we are unable to reach the parent/s or emergency contacts, we will call 911.

EXCUSES FROM RECESS OR PHYSICAL EDUCATION

Sometimes, after serious illness, a parent may wish to have his/her child excused from physical education and/or recess. Please send a note to the teacher stating the reason for the request. If this request is for more than three days, a doctor's statement is needed. Children who are excused from either of these activities will go to another classroom during this time.

FIELD TRIPS

Field trips are planned by the teacher to correlate with the curriculum being taught in the classroom. A parent or legal guardian must complete, sign and return the district field trip permission form in order for a child to participate. Permission will not be accepted over the phone. Students may need to pay a fee to cover the expenses on some trips. Parents may be asked to help supervise students on these trips. **The lottery process will be used to select chaperones who have completed the chaperone lottery form for each field trip. This process applies to all grade levels.** Parents who serve as chaperones are not allowed to bring children on the field trip. The full attention of each chaperone is needed for the safety and well being of Woodland students. Safety of students is always the concern when students are away from campus. Students who do not obey safety rules or who cannot control themselves will not be allowed to go on field trips unless a parent accompanies the child. This information will be given to parents on discipline referrals or during discipline conferences. Adult chaperones are to be obeyed and treated with respect at all times. There cannot be any changes to the individuals serving as chaperones two weeks prior to the trip.

Chaperone Requirements: 1. Field trip chaperones throughout the district will be required to undergo not just a sex offender check, but also a criminal records check prior to each trip, similar to the pre-employment required for district employees. 2. Staff will be required to check field trip volunteers no earlier than the Monday of the week of the field trip. 3. Any system alerts will be assigned to a district investigator in Information Security for immediate follow up. 4. A dated copy of the Hall Pass check will be retained with field trip records.

FIRE DRILLS AND OTHER EMERGENCIES

Fire drills are conducted each month. Exit routes are posted in each classroom and the teacher explains procedures at the beginning of the year. During fire drills students should exit the building quickly and quietly and must remain with their class. Tornado drills are usually held in the early spring months. Specific directions will be given to each class concerning the proper procedures to follow. Students will follow these directions exactly. *****Students are not to talk or play during emergency drills.**

GRADING GUIDELINES

The district's guidelines will be followed in every elementary school in Greenville County. The guidelines' philosophy is that grades should reflect the accomplishment of the student in the classroom to the fullest extent possible. In essence, grades should be earned. Parents are encouraged to utilize the Parent Portal to monitor their child's progress. Grades are uploaded weekly. Once an assessment is given, teachers have five school days to enter grades into the grading system. Students do receive a letter grade in penmanship, music, art or physical education. Students must have all A's and B's and must have a Q /M in non-graded subjects to make the Honor Roll.

Grading Scale: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below)

HOMEWORK

Policy

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of homework:

Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

- Extension: provides challenging, often long-term opportunities for enrichment that parallel class work
- Homework shall be carefully planned and explained to the students.
 - Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students.
 - Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary.
 - Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.
 - Daily homework assignments for primary level students (K-2) shall not exceed 30 minutes, including 20 minutes of reading.
 - Daily homework assignments for elementary students (3-5) shall not exceed 60 minutes.

INSURANCE

Student accident and dental insurance are available to all students for a fee. The student must enroll for these within the first few days of the school year. Teachers will give students this information at the beginning of the year.

INSTRUCTIONAL PROGRAM

The curriculum at Woodland is a combination of all the experiences a student has while in school. Subject areas that are taught include: Reading, Mathematics, Social Studies, Health, Language, Science, Music, Art, Physical Education, Technology, Character Education, and Penmanship. The School District of Greenville County and The State Department of Education have adopted curriculum standards which teachers follow when planning instruction. Enrichment and acceleration are provided in all classrooms and by special classes for those students who qualify.

LOST AND FOUND

Abandoned articles found on campus will be turned in to the “lost and found”. Parents should encourage students to check for missing items often. Due to health and sanitation concerns, items not claimed will be discarded at the end of each month.

MEDIA CENTER (LIBRARY)

The school media center is an important part of Woodland Elementary for both students and teachers. Our media center is open from 7:30-2:30. It is the center for all teaching materials, books, magazines, pamphlets, pictures, filmstrips, recording, software, and other audiovisual aids. It is also the center of our reading program, as it serves as a link between formal reading books and all of the reading materials we use in our everyday lives. It is automated and links us to networked technology in all classrooms. Classes visit the media center on a regular basis. Students are welcome to exchange books or use the media center any time their teacher will allow. Parents are also encouraged to obtain their own library card and to check out books to read to their children. The morning news show originates in the media center and shares the daily announcements and upcoming events with the student body and staff.

MEDICATION ADMINISTERED AT SCHOOL

All medication in Health Room must be brought in and picked up by an adult. A written permission from parent or legal guardian is necessary for each medication given. A physician’s form is required for medication given daily more than 10 days. All emergency medications require a physician’s form (Insulin, Epi pens, Inhalers, etc.) Students may carry inhalers, or keep them in their book bags with proper forms signed by parent and physician. All medication must be in original container. Students may carry cough drops with written parent permission and instructions that they may not share with classmates. Please remember to pick up all unused medications. All unused medication is destroyed the last day of school. Please contact the nurse at 355-0407 if you have any questions. School nurses may not administer or apply any over the counter medications. Please contact the nurse with any questions or concerns.

PERFECT ATTENDANCE RECOGNITION CRITERIA

Students with perfect attendance will receive recognition at the end of each nine weeks as well as a certificate at the end of the school year. Students who have more than three tardies or three early dismissals without a written doctor's excuse will not be recognized for perfect attendance at the end of each nine weeks period. To receive recognition for perfect attendance for the year, students may not have more than five total tardies during the school year or more than five total early dismissals without a written doctor's excuse.

PERMANENT RECORDS

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff, and the student's parents and guardian. Please schedule an appointment with a counselor if you desire to review your child's permanent record. When a student transfers to another school outside Greenville County, the records will be forwarded to the new school upon receiving a written request from the new school. If a parent or guardian should request copies of student information in the permanent records, there will be a 10¢ per page charge.

PLACEMENT OF STUDENTS

The principal works closely with the classroom teachers, guidance counselors, and the assistant principals to assign students to a heterogeneous homeroom class. The placement of all students at the beginning of the school year is considered **TENTATIVE until after the 8th day reconciliation**. Changes in the enrollment and test results may necessitate assigning students to different classes, but every effort is made to limit the changes that are made. **Final decisions will be made by the administration.**

*In order for each child to grow as independent individuals, Kindergarten is the only grade that parents can request twins to be placed in the same classroom.

*Teacher Request Letters- Please refer to the school's website and the calendar for specific information.

*Final placement in a classroom is dependent on receipt of former school's records and review.

PROCESSING END OF YEAR RECORDS

Before a child's record can be processed for the next school year, the following must be completed:

1. All fees for lost/damaged South Carolina textbooks must be paid in full.
2. All activities, materials, etc. that have not been paid for during the year must be resolved.
3. All borrowed breakfast and /or lunch money must be repaid to the cafeteria.
4. All NSF checks and service charges must be cleared.
5. All library books must be paid for or returned.

PROMOTION/ RETENTION POLICY

The Promotion /Retention Policy adopted by the School District of Greenville County assures that students reach minimum academic standards at each grade level before they are promoted. Students must meet the criteria set by the district in order to be promoted.

Step 1 Parent conferences will be requested to inform parents of the academic concerns about their child.

Step 2 Parents will also be notified in writing before there is a possibility that their child may not meet the standards.

Step 3 Parent conferences will be scheduled to discuss the academic progress the child has made and share ways parents can help their child at home.

RELATED ARTS PROGRAM

Art, music, and physical education programs are compulsory and students must attend these classes. Art, music, and physical education teachers will work with each class for a class period each week. Classroom teachers will also provide activities in each of these areas outside of the related arts period. Performance will be reflected on your child's report card.

REPORT CARDS/PROGRESS REPORTS

All students will receive a progress report and report card each nine weeks. This report will grade children in reading, language, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education and habits and attitudes. If a report is not received, please notify the child's teacher or school office. Final report cards will not be mailed to students who have lost library and/or textbooks until these have been paid for.

RESOURCE PROGRAM

Special education resource classes are for students who qualify according to South Carolina and federal criteria. Due process procedures are followed in the placement; written permission for a psychological evaluation and placement must be obtained from the parents. Due to the overwhelmingly large number of referrals at our school, we must screen all requests carefully. A child does not qualify just because he/she doesn't make good grades. Parents and teachers must work together to refer a struggling student to the school assistance team for referral.

REGULATIONS FOR SCHOOL BUS RIDERS

To insure the continuing safety of all students who ride school buses, the School District of Greenville County has trained all bus drivers in the Assertive Discipline Program. This program is based on bus riders' adherence to rules for appropriate conduct. It is important to remember that school rules and expectations apply from the time the student boards the bus in the morning and departs the bus in the afternoon. Bus transportation is considered an extension of the school. Responsible bus behavior expectations are communicated to students by school and bus center staff. Please refer to the Transportation web page on the District's website for complete bus transportation information.

****Students may not change buses without permission from Taylors Bus Center supervisor. Parents must contact the bus center to request this permission. Parents are encouraged to contact Taylors Bus Center at 355-7330 with any questions or concerns regarding bus transportation and/or supervision. Students in kindergarten and first grade are tagged for bus transportation each day. ** Students who are tagged and brought back to the school will be subject to the following consequences: 1st incident-warning to parent by school with review of future consequences, 2nd incident-3 days bus suspension, 3rd incident-5 days bus suspension, 4th incident-10 days bus suspension, and 5th incident-loss of bus privileges for the remainder of the school year.**

SCHOOL PARTIES

There will be a limit of 3 adults plus the aide, if applicable, approved to attend and supervise parties in each classroom. Those individuals include the teacher, aide (if applicable) the room mom or her designee, and a parent selected through the same lottery process used each year in our selection of chaperones for field trips. Parents will sign up to have their name placed in the drawing when notified by the classroom teacher. The list of parents selected to attend the parties will be given to the office prior to the day of the party. Approved parents will be required to register at our front desk on the day of the party at the designated time before proceeding to classrooms. Parents/volunteers can still send in goodies and treats, but we can no longer allow the large numbers of parents to 'drop in' and visit classrooms on party days. Approved class parties are the December Holiday Party and June End-of-Year Party. Treats or goodie bags may be sent for other holiday recognition with teacher approval.

SPECIAL SERVICES

Psychological evaluation, speech, hearing and vision testing is provided at no cost to the parent. If you feel that your child could benefit from these services, which are available without charge, contact his/her teacher or the principal. It is important to understand that the school is required to follow a specific process in referring students for special services. This is a lengthy process that may extend throughout the school year.

SPEECH PROGRAM

Woodland's Speech Language Pathologists serve students with deficits in the following areas: articulation (speech sound production), language (word meaning, listening skills, grammar, social communications, etc.), voice (hoarse, breathy, and nasal) and fluency (stuttering). Speech screenings are completed for all kindergarten students and newly enrolled first grade students. Screenings are completed for upper grade levels by referral. Students that have difficulty with the screening will be considered for further evaluation.

STANDARDIZED TESTING PROGRAM

Woodland Elementary follows the district and state testing programs. Standardized achievement and aptitude tests are administered and test results are available to the parents. Standardized test data are used to identify those areas in which students show academic strength or weakness and to help the school improve the instructional program. Parents will receive a copy of their child's test results (first 9 weeks conference). Our counselors are always available to answer any questions or provide explanation about your child's test scores.

SUGGESTIONS FOR PARENTS HELPING STUDENTS AT HOME

- Provide a quiet place and designate a time for students to study without distractions of radio, television or telephone.
- Provide necessary materials such as paper, pencils, pens and notebooks as well as materials for special projects such as novels, graph paper, magic markers, poster paper and special notebooks.
- Have available for students a dictionary and an abundance of reading materials including magazines, newspapers and books.
- Encourage friends and relatives to give educational gifts such as books, magazine subscriptions, educational games and manipulative toys.
- Check with students daily about homework assignments to help them plan for study.
- Review with students any work returned by teachers to help students learn from their errors.
- Have students explain lessons being studied, thereby increasing their understanding of the material.
- Help build your child's self-esteem and confidence by providing positive reinforcement.
- Encourage students to revise work that is not neatly and orderly.
- Assist students in memorization of addition, subtraction, multiplication and division facts at appropriate grade levels.
- Keep in touch with teachers and counselors about student's progress.
- Be supportive by showing interest in student's work and willingness to provide help when needed.
- Assist students in planning appropriate extracurricular activities to develop socially and physically as well as academically.
- Do not make excuses for things your child fails to do. Help them learn to assume responsibility for their choices. Hold them accountable for what is expected.
- Contact the teacher when you have questions or concerns. Expect regular reports of progress.
- Do not hesitate to ask for help or clarification.

TARDINESS

School begins promptly at 8:00. Help your child be on time. Punctuality is a quality of good citizenship. When a student is tardy 4 times in a nine-week period, the school will send home a notice with the student. If the problem continues, the matter will be referred to the Department of Social Services as educational neglect. A referral will be written by the attendance clerk when five tardies have occurred in a nine week period. **Any student who has more than 5 tardies will forfeit eligibility for a perfect attendance award at the end of the year. The only exceptions to this policy are those that have been medically excused.**

TEACHERS' WORKROOM, MAILBOX AREA, and BREAKROOM

The teachers' mailbox area and the break room area are for teacher/staff use only. Additionally, for safety purposes, children are not allowed in workroom areas at any time.

TELEPHONES

The telephones in the office are for school business. Therefore, students may use telephones in each classroom when the need arises or in cases of emergency. Parents can call directly into classrooms to leave voicemail messages for the teacher.

TEXTBOOKS

Textbooks are given to you free of charge. Textbooks will be checked out to students electronically. They are expensive to replace so please take good care of them. You must pay for replacing all lost or damaged books and materials before report cards will be mailed at the end of the year.

THREATS

All threats from students and/or adults will be taken seriously and reported immediately to law enforcement officials.

TOYS

Toys, trinkets, gadgets, or any item that distracts children's attention are not allowed at school. They interfere with teaching and learning and can cause disturbances. Teachers have been instructed to collect all items that do come to school. Parents can pick collected items up from the teacher at the end of the school year.

TRANSFERS

When a student moves from Woodland to another school, please notify the school office at least one week in advance. A transfer form will be prepared, which may be picked up by the parent on the last day the student is in attendance. School records will be forwarded to the new school upon request from the school. All money owed to Woodland is due prior to withdrawal.

TRANSPORTATION TO AND FROM SCHOOL

Parents must inform their children of after school plans (including how they are getting home from school), before students arrive at school each day. Please notify your child's teacher in writing if there is a transportation change. Calls to the school office regarding changes in transportation home are limited to emergencies only and should be handled before 2:00 pm to ensure that your child goes home the correct way. We cannot interrupt classes to deliver repeated messages. Thank you for your help and attention to this important matter. Parents are asked to exercise caution and courtesy while driving on school grounds.

VISITORS

All parents/guardians, visitors, volunteers, vendors and District employees who seek permission to enter school premises during the school day or during any school-sanctioned event not open to the general public, including field trips and dances, must be checked against the National Sex Offender Registry by using the electronic Hall Pass sign-in system. All persons will be required to present photo ID or district to gain entrance into the school. However, individuals working or attending events open to the general public, such as a field day or school carnival, are not required to be checked against the system but are required to sign in at the appropriate stations.

If a person refuses to have his/her photo identification scanned or does not have a state-issued photo identification, then the individual will not be allowed to enter the school. If he/she is a verified parent/guardian of a student at the school then they must be escorted / supervised by school personnel at all times.

***Everyone cleared for entry receives a badge which must be worn at all times while on the campus. Volunteers and field trip chaperones receive a Volunteer Badge. Parents/Guardians, Visitors and Vendors receive a Visitor Badge. All visitors and volunteers must present a photo ID or district ID and will be checked against the National Sex Offender Registry. All field trip chaperones will require an additional background check. See [Field Trip Guidelines](#) for additional information.**

For safety and management reasons, our office staff will greet you as you enter the office, ask you to present current photo identification, and inquire about your destination while in the building. These procedures are for the protection of our children and staff.

Visitors during Instructional Time:

We are committed to protecting instructional time in our classrooms each day. Since unscheduled visits to the classroom can interrupt the teachers planned activities and create distractions for children, **parents and visitors are not allowed to visit classrooms unless prior arrangements have been made with the teacher. All conferences must be arranged during non-instructional periods.**

Visitors during Lunch Time:

Due to our increased student enrollment, our ability to accommodate visitors during lunch periods has become more difficult due to limited seating. In order to stay on schedule students & teachers will be served & seated first; teachers will then direct visitors to additional available seating. We appreciate your understanding and cooperation.

*All parents and visitors will join the class at the lunchroom door. When lunch has ended, students will return to the classroom. Parents are asked to end their visit when they exit the cafeteria. **Parents are not allowed to bring in lunches from outside sources (ex: McDonald's, Subway, Chick-Fil-A, etc.). Soft drinks are not permitted in the school cafeteria.

WALKERS

Parents who would like for their children to walk to/from school will need to contact the school for specific details. Only certain neighborhoods are designated as "walker" friendly according to GCSD Transportation guidelines. Those who walk to school are expected to act responsibly in caring for the property of others and follow all safety rules. We do not provide crossing guards or traffic control personnel on Gibb Shoals Road.

WEEKLY NEWSLETTERS

Parents will receive from every teacher a report every week giving an academic and behavior report on their child and a brief overview of the upcoming curriculum topics of study. This will enable parents to be involved with their children's studies. If any parent does not receive a Weekly Newsletter, either by paper or electronically, the parent needs to contact the teacher to determine the problem. Please read every memo for important school information. Teachers in each grade level will notify parents of newsletter/ folder procedures.

LEADERSHIP OPPORTUNITIES

Woodland Elementary School has many opportunities for students to develop leadership skills as well as participate in extracurricular activities and clubs. In an effort to create fairness for all students, the administrative team has created a list of guidelines for selection and participation in these clubs.

Tour Guides

Beta Club

Welcome Leaders

WES Morning Show

Library Cadets

Safety Leaders

Computer Leaders

Student Council

Office Leaders

Announcement Leaders

Bulletin Board Leaders

Green Team

News Paper Leaders

Café Couriers

Flag Patrol

Performance Groups

Chorus

Drum Ensemble

Honors Art Club

IMPORTANT PHONE NUMBERS

355-0400 Main Office, Principal, Assistant Principals

355-0408 Cafeteria

355-0413 School Counselor-Mrs. All

355-0404 School Counselor-Mrs. Kirton

355-0468 ESOL

355-0467 ESOL

355-0407 Nurse

355-0405 Media Center

355-3100 Greenville County Schools Central Office

355-7330 Taylors Bus Center

EQUAL OPPORTUNITY

No student in the School District of Greenville County shall be denied equal opportunity to participate in any district program or activity on the basis of race, sex, religion, marital status, or national origin; and no student shall be denied a free appropriate education as a result of any handicapping condition.

07/25/2016