

915 Cross Anchor Highway
Woodruff, South Carolina 29388

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Giada Parris, Principal

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Woodruff Elementary School

Student Handbook

Vision Statement

At Woodruff Elementary School, we will strive to:

- Support the whole child to reach his/her full potential as a life-long learner.
- Inspire teachers to develop teaching philosophies that are supportive, engaging, and intentional.
- Foster a safe, supportive environment with rigorous expectations and accountability for all stakeholders- students, teachers, and families.

Honor Pledge

I will follow all school rules.

I will respect others, my school, and myself.

I will be trustworthy and fair.

I will be on time, attentive, prepared, and responsible.

I will take pride in my school and learning environment.

I will be the best I can be.

This Agenda Belongs to:

Name: _____

Address: _____

City/Town: _____

Parent/Guardian Name: _____ Phone: _____

Emergency Contact Name: _____ Phone: _____

Home Room Teacher: _____ Bus #: _____

MESSAGE FROM MRS. PARRIS PRINCIPAL:

Parents/Guardians and Students:

I would like to welcome everyone to Woodruff Elementary School. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a significant difference in your child's education. Our teachers are committed to providing a rigorous education. As an employee of District Four for the last 24 years, I am dedicated to the students and community. Please feel free to contact me by email or phone.

WES VISION STATEMENT:

At Woodruff Elementary School, we will strive to:

- Support the whole child to reach his/her full potential as a life-long learner.
- Inspire teachers to develop teaching philosophies that are supportive, engaging, and intentional.
- Foster a safe, supportive environment with rigorous expectations and accountability for all stakeholders- students, teachers, and families.

ADDRESSING CONCERNS:

If you should have a question or concern about a situation at school, please contact your child's teacher first and communicate your concern to her. If you still have the question or concern following a conversation with the teacher, please contact the principal or an assistant principal at 476-3123. On most days, the principal and assistant principals will be in the building. However, if Mrs. Hodge should be out of the building, Mr. Crook and/or Mrs. Robinson will assume the principal's responsibilities. If you have a question about a bus route, please contact Mr. Ard at 476-3158.

CONTACT WITH TEACHERS:

Teachers may be contacted by sending a note, e-mail, or by calling the school office. You may request that the teacher call you at his/her convenience or schedule a conference at the school between 2:45 pm and 3:15 pm or during the teacher's planning period.

SCHOOL HOURS:

Student Arrival: 7:15 am daily

Student Day Begins: 7:55 am

Student Dismissal: 2:35 pm (Cars should not arrive for 2:35 pm dismissal before 1:00 pm)

Teacher Day: 7:45 am - 3:15 pm

Please do not drop students off or pick up students in the bus circle during school hours. Supervision will not be provided for students who arrive before 7:15 am or who remain after 3:05 pm, unless they are participating in a supervised activity. Please note these procedures. They are designed for the safety and well-being of your children.

- Doors **will not** unlock until 7:15 am.

Parents of 3rd graders should pick up and drop off using the inside lane.

TARDIES:

Students should be at the school before 7:55 am. Any student entering the building after 7:55 am must report directly to the front desk to obtain a tardy slip for admission to class. Parents will be notified of tardiness according to the following schedule:

- 5 tardiness – written notification/reminder to parents
- 10 tardiness – formal letter to parents (with improvement plan)
- 15 tardiness – formal letter to parents and conference scheduled
- 20 tardiness – referral to Truancy Court

A child may have no more than 3 tardiness and/or early dismissals in order to receive the Woodruff Elementary School perfect attendance awards each nine weeks.

EARLY DISMISSAL:

If it is an absolute necessity to get your child out before the end of the school day, **please do so before 2:00 pm.** Due to end of day procedures and traffic congestion, we cannot call students from class for early dismissals after 2:00 pm. For the safety of the students, the person picking up the child must have a valid ID and be on the student information card.

ATTENDANCE:

Please send a written excuse within 3 days of an absence. If no excuse is sent, the absence is recorded as unexcused. Students must remain in class until 11:10 am to be counted present for the day or students must arrive before 11:10 am to be counted a full day of school. A student can only have 10 absences (either medical and/or parent notes), so absence #11 has to be a medical note. Any parent note beginning with absence #11 is considered unexcused. **Excessive unexcused absences can lead to truancy referral or retention. (See South Carolina State Law and District four Policy on Student Attendance)**

Under the guidance of the federal Office of Civil Rights, the South Carolina Department of Education is now requiring all SC school districts to report students who are "chronically absent".

SOUTH CAROLINA STATE LAW AND DISTRICT FOUR POLICY ON STUDENT ATTENDANCE:

Under the Education Improvement Act, the State Board of Education made provisions to monitor student attendance. Under section 59-65-90 of The Attendance Regulation, the Board amended the 1976 Code to read:

The State Board of Education shall establish regulations defining lawful and unlawful absences beyond specifically named article and additional regulations as are necessary for the enrollment of pupils as to provide uniform dates of entrance. These regulations require: (1) that school officials shall immediately intervene encouraging the student's future attendance when the student has three consecutive unlawful absences, and (2) that the school administration shall promptly approve or disapprove any student's absences in excess of ten days. As used in this section, "intervene" means to identify the reason for the child's continued absence and to develop a plan in conjunction with the student and his/her parent or guardian to improve his/her future attendance. Lawful Absence: Students who are ill and whose illness would endanger their health or the health of others, serious illness or death in the student's family, recognition of religious holiday or emergency conditions approved by the principal. Unlawful Absence: An absence without acceptable cause or an absence without cause and without parental knowledge. After three consecutive unlawful or total of five unlawful absences school officials shall identify the reason for the child's continued absences and develop a plan for attendance. On the eighth day of unlawful absence, a referral will be made to the court for enforcement of the Compulsory Attendance Law.

DISCIPLINE CODE:

There are certain rules and procedures that all students must follow to ensure a safe, orderly learning environment. When students choose not to follow rules and procedures, there are consequences. The provisions of this code apply to conduct during the school day, on school owned vehicles, and during school sponsored activities that take place after normal school hours.

WOODRUFF ELEMENTARY WOLVERINE CODES:

- We always say thank you when it is appropriate.
- We cover our mouth when we sneeze or cough and say excuse me.
- We make eye contact and respond when spoken to.
- We are quiet and orderly when moving from one place to another.

- We stay tidy, organized, and leave personal items at home.
- We always express kindness and wish the best for others.
- We complete our assignments.
- We do what adults at school and on the bus tell us to do, no matter what.
- We say excuse me when we bump into someone, even if it is not our fault.
- We are always honest.
- We take care of school property.
- We never bully and keep ourselves and others safe.

MANAGING STUDENT BEHAVIORS: Student behaviors fall into three categories:

LEVEL 1: MINOR INCIDENTS

Minor incidents are low level behaviors that are managed by the teacher and typically should result in correction, reteaching, and or teacher assigned consequences. If a minor behavior persists, the teacher may seek assistance from the student's parents, their grade level team, school counselor, or administrators. Repeated incidents of the same minor behaviors may result in an office referral. (Major behaviors are higher level behaviors that are managed by administration, typically serious disruptions, safety concerns or illegal activities.)

EXAMPLES OF MINOR INCIDENTS:

- Use of mild inappropriate words
- Failure to complete classwork/homework
- Minor Physical contact with no intent of bodily harm
- Not coming to school prepared with appropriate materials
- Defiance and/or disrespect
- Personal displays of affection to other students
- Disrupting class (any action that prevents the teacher from instructing the class or prevents other students from learning)
- Misuse of technology

Repeated occurrences of minor incidents could lead to an office referral.

LEVEL 2: OFFICE REFERRALS

Office referrals result from higher level behaviors that are managed by an administrator. Consequences for WES students who engage in these behaviors may include but are not limited to student and/or parent conference, loss of lunch and/or recess privileges, conference with guidance counselor, referral to the mental-health counselor, ISS (in-school suspension), or OSS (out-of-school suspension) unless otherwise noted under that behavior.

CHEATING – Cheating is both the giving and receiving of information, as well as plagiarism.

DEFIANCE – The willing failure to respond or carry out a reasonable directive by authorized school personnel.

DISORDERLY CONDUCT – Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud, or other conduct, which tends to cause or provoke a disturbance.

DISRESPECT – To insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the school staff or student body.

FALSE INFORMATION – Lying, dishonesty and forgery

FIGHTING – Mutual combat in which both parties have contributed to the conflict by provocation or physical action.

1. 1st offense- up to 5 days of OSS
2. 2nd offense- up to 10 days of OSS
3. 3rd offense- possible expulsion pending review

INAPPROPRIATE USE OF TECHNOLOGY – Items listed in the District 4 technology agreement as “unacceptable use”. ***These infractions may result in privileges to use a device being suspended for a period of time.**

INAPPROPRIATE CONDUCT AND OBSCENITIES – Possession of lewd, vulgar, indecent, obscene, sexually explicit, or offensive materials. Inappropriate language, gestures, and other conduct that is profane, obscene, lewd, vulgar, indecent, or offensive, or that is of a sexual nature or about a sexual topic unrelated to curriculum or a legitimate educational purpose.

INTERFERENCE WITH THE EDUCATIONAL PROCESS – Use of inappropriate language and/or gestures advocating disruptive or illegal activities.

PHYSICAL AGGRESSION – Behavior causing physical harm toward others including, but not limited to, hitting, kicking, pushing, biting, throwing objects, etc. If it is determined that there is malicious intent, the consequences will be:

1. 1st offense- up to 3 days of ISS
2. 2nd offense- up to 5 days of ISS
3. 3rd offense- up to 3 days of OSS

PROFANITY – Use of profane language.

THEFT – The act of taking or concealing the property of another without the owner's consent.

1. 1st offense- 1 day of OSS
2. 2nd offense- up to 3 days of OSS
3. 3rd offense- up to 5 days of OSS

THREATENING OR INTIMIDATING WORDS OR ACTS – Statements of and/or illustrations of an intention to inflict pain, injury, damage, or other hostile action to another person. Engaging in threats against others would also include the use of social media using a school device.

1. 1st offense- up to 3 days of OSS
2. 2nd offense- up to 5 days of OSS
3. 3rd offense- up to 10 days of OSS
4. 4th offense- possible expulsion pending review

TOBACCO (USE/POSSESSION OF) – Smoking, chewing, dipping, or having possession of tobacco/nicotine products or paraphernalia (including but not limited to matches, lighters, vaping devices, etc.) on school property or at school activities is prohibited.

1. 1st offense- ISS and conference with guidance
2. 2nd offense- up to 3 days of OSS
3. 3rd offense- up to 5 days of OSS

UNAUTHORIZED AREA – Being in off-limits areas or being in an area without permission.

1. 1st offense – up to 3 days of ISS
2. 2nd offense – up to 5 days of ISS
3. 3rd offense – up to 3 days of OSS

VANDALISM/CRIMINAL DAMAGE – The act of intentional destruction of school property or the property of others. These rules apply not only during school hours but also at any school function. Along with the following consequences, restitution could be required.

1. 1st offense – up to 3 days of ISS
2. 2nd offense – up to 5 days of ISS
3. 3rd offense – up to 3 days of OSS

LEVEL 3: OFFICE REFERRAL LEADING TO POSSIBLE EXPULSION

Level 3 offenses will result in a minimum punishment of immediate OSS and/or a recommendation for expulsion. **Consequences depend on the severity of the offense.**

ASSAULT – Causing bodily harm to another by an act done with the intent to cause bodily harm to that person.

ATTACK ON STAFF MEMBER – Any physical contact intended to cause bodily harm to a staff member.

WEAPONS – A firearm whether loaded or unloaded, any device such as a knife, or any object designed as a weapon and capable of producing death or bodily harm. Any other device including a simulated or toy weapon or instrument which in any manner is used or intended to be used, that is calculated or potentially could produce threat, death, or bodily harm regardless of size or compositional make-up. Dangerous weapons are not limited to the items listed above. Students may self-report to WES staff if the possession of a weapon was accidental and there was no threat involved.

DRUGS OR ALCOHOL – Possession, selling or consumption of any illegal substance or drug paraphernalia. Such controlled or uncontrolled substances, legal or illegal may include, but not be limited to the following: cocaine, crack cocaine, LSD, heroine, other hallucinogenic drugs, marijuana, synthetic drugs, look-alike drugs, psychedelics, inhalants, drug paraphernalia, (materials designed for use of or intended to be used for drug consumption) aromatic hydrocarbons, bath salts, synthetic marijuana, and similar substances. Please also note that prescription drugs are considered illegal unless being used as prescribed by a medical doctor for a specific student and are being administered through the health room.

SEXUAL ASSAULT AND/OR HARASSMENT – Unwelcome sexual advances, request of favors and other verbal or physical conduct or communication.

SEXTING – Sending and receiving of sexually explicit photos, messages, and video clips, by text, email, or posting them on social networking sites during school hours.

VANDALISM (Major) – Serious infractions may include referral to the Spartanburg County School District Four resource officers.

VERBAL ASSAULT TOWARD A STAFF MEMBER – The use of profane, obscene, or abusive language to communicate harm toward a staff member.

DRESS CODE:

We encourage your child to dress in clean, comfortable clothes. Good grooming and appropriate dress are necessary to reduce distractions and to promote health and a productive learning atmosphere. Extremes in personal appearance that tend to pose health problems or cause distractions will not be tolerated at school. Infractions will result in parent notification.

- ☐ Hats, caps, jacket hoods, hoodies, unusually large or distracting headbands, and bandanas are not to be worn in the school building.
- ☐ Tank tops, spaghetti straps, halter-tops, sheer shirts, fishnet tops, bare midriffs, are not permitted. Straps must be at least 1" in width.
- ☐ No holes or slits in clothing.
- ☐ No markings, temporary tattoos, or insignias on the body.
- ☐ No logos depicting alcohol or tobacco companies or obscene or suggestive words or phrases.
- ☐ No body piercing other than ears.
- ☐ No un-natural hair colors such as greens, purples, pinks, etc. This includes artificial hair clips and feathers. **Be especially careful with different tints of red. For example, maroon is not a natural hair color.**
- ☐ No unusual hairstyles including Mohawks.
- ☐ No pants hanging below the waistline.
- ☐ No pants or shorts with words written across the seat.
- ☐ Shorts, skirts, and dresses must be to fingertip length.

STUDENT CELL PHONE USE:

The use of cell phones is not permitted on campus during the school day. Cell phones are to be turned off and kept out of sight. The school day extends from a student's arrival on campus until dismissal. Cell phone use may be defined as, but not limited to sending or receiving calls, text messages, pictures, videos, playing games, voice mail, surfing the internet, etc. Students may be held responsible for violations of additional policies while using cell phones. This includes inappropriate use of cell phones or other electronic devices during school sponsored extracurricular activities.

*****Smart watches may be worn but should not be used for sending or receiving calls, text messages, pictures, videos, playing games, voice mail, surfing the internet, etc.**

SOUTH CAROLINA LAWS AND REGULATIONS GOVERNING ROUTING AND BUS STOPS:

- Bus stops must be **two-tenths** of a mile or more apart.
- Students living **one and a half miles or more** from the school qualify for transportation service.
- Students who qualify for transportation service must travel **no more than three tenths of a mile** over publicly maintained streets to the nearest designated stop.
- **Parents MUST submit requests for changes in writing to the student's principal. NO Phone Calls, Class Dojo Messages, or Emails.**
- Routes or regular stops shall never change **except** in an emergency detour.
- **Bus stops at designated stops ONLY!**

SAFETY RULES FOR BUS: Riders: At the Bus Stop

- A. Be on time.
- B. Stay off the road while you are waiting for the bus.
- C. Do not move towards the bus door until the bus has come to a complete stop.
- D. Watch the bus driver and wait until the driver has signaled you to approach the bus.

Riders: On the Bus

- A. Follow school rules and behavior.
- B. Follow your bus driver's directions, and never distract the driver.

- C. Keep your hands, feet, arms, legs, and all objects to yourself and inside the bus.
- D. No writing utensils should be out on the bus at any time.
- E. Keep aisles clear at all times.
- F. Stay in your assigned seat while you are on the bus.
- G. Do not eat or drink on the bus.
- H. Keep the bus clean and undamaged.
- I. Do not tamper with emergency exits or any other bus equipment.
- J. Do not make rude gestures to pedestrians or occupants of other vehicles.
- K. Student use of cell phone or other electronic devices on Spartanburg School District Four school buses may be permitted, provided ear buds are used for the user only or the phone is in silent mode and the volume muted. Please note voice communication and video recording remain prohibited. Consequences for such offences are outlined in student handbooks.
- L. Exit only at your bus stop.

Riders: After Leaving the Bus

- A. Stay at least 12 feet from the bus at all times.
- B. When you are crossing in front of the bus, always wait 12 feet from the bus at the side of the road, wait for the bus driver's signal.

CONSEQUENCES:

Riding a bus is a privilege for students and helpful for parents. Our goal is to ensure that all school buses provide safe transportation to and from school. Since safety is a priority on a school bus, misbehavior cannot be allowed and will result in a disciplinary action. This disciplinary action most often involves removal from the bus for a period of time. When a student is removed from the bus due to misbehavior, it is the responsibility of the parent to provide transportation to school. Tardiness and absences due to suspension are unexcused. Whenever a child is suspended from the bus, it is important to become familiar with car drop-off and pick-up times, which can be found in the handbook.

Level I bus behaviors:

- food, drinks, gum, or candy on the bus
- throwing trash on the bus
- sitting improperly
- excessive talking on the bus
- defiant behavior
- Misuse of technology
- other actions as determined by the administrator

Level I consequences:

- 1st offense- conference with student
- 2nd offense- parent phone call/conference
- 3rd offense- up to 3-day bus suspension
- 4th offense- up to 5-day bus suspension
- 5th offense- up to 10-day bus suspension

Level II behaviors:

- verbally or physically aggressive behavior toward driver or student
- serious arguments between students
- bus vandalism
- obscene language or gestures
- other actions as determined by the administrator.

Level II consequences:

- 1st offense- up to 5-day bus suspension

- 2nd offense- up to 10-day bus suspension
- 3rd offense- up to 15-day bus suspension

*Multiple violations may result in permanent bus suspension. A parent conference with an administrator may be required before the student can ride the bus again.

SPARTANBURG SCHOOL DISTRICT FOUR TECHNOLOGY PRACTICES AGREEMENT:

All policies and procedures for obtaining and using a device are included in the "Spartanburg School District Four Access to Digital Devices and Internet for Learning" document. All parents/guardians must agree to the terms of this separate handbook as a part of the registration process.

EXPECTATIONS FOR STUDENTS REGARDING TECHNOLOGY:

****Everything entered or viewed in technology can be tracked.

1. Students are only allowed to use sites and/or apps that they have been given permission to use by faculty or staff members.
2. Students are not allowed to take pictures/selfies unless they are being used for a project as directed by the teacher.
3. Students are not allowed to log on to another student's computer.
4. Students are not allowed to log on to his/her personal computer with another person's log in information.
5. Students should keep devices charged to be prepared for class each day.

Failure for students to follow these rules will result in privileges being restricted or revoked for a portion of the school year or the remainder of the school year dependent upon infraction as deemed appropriate by administrator. Multiple infractions could lead to ISS.

GRADES & REPORT CARDS:

Numerical grades for the report cards issued in third, fourth and fifth grades will be calculated as follows.

Quarter/Nine-week grades - numerical average of grades as recorded in the teacher's grade book calculated at the end of each quarter according to the teacher's grading procedure (i.e., weighting of various assignments and assessments)

Yearly average - numerical average of the two semester averages.

In third, fourth and fifth grades, if calculated average grade for a quarterly or yearly report card based on the teacher grade book is lower than 50, a 50 will be recorded on the report card with a note as follows: "Actual average is lower than 60" and a comment requesting a parent conference.

Progress reports (interims) will be sent home at the midpoint of each nine weeks. Report cards will be sent home quarterly.

HOMEWORK:

Students will receive one homework grade for every subject each quarter. This grade will be "100" if all assignments are completed. Each time a homework assignment is not completed, three points will be deducted from the quarterly homework grade.

INCOMPLETE WORK:

All work assigned by a teacher is required to be completed during the allotted time (as defined by each teacher).

10 Point Grading Scale:

A	90	-	100
B	80	-	89
C	70	-	79
D	60	-	69
F	0	-	59

PowerSchool Parent Portal Instruction Guide:

To have access to the PowerSchool Parent Portal, you need to fill out and submit the PowerSchool Parent Acceptable Use Policy form. You can get this form from the front office. You will then receive a username and temporary password.

1. Access the PowerSchool Parent Portal by going to <https://ps.spartanburg4.org> OR by downloading the free PowerSchool app.
2. Enter your assigned username and password.
3. The District Code is GTHB.

You should take the following procedures concerning your child's grades and attendance:

- Talk to your child about their grades.
- Check the teacher's grading policy. Remember, that the information posted is NOT the official interim report or report card. Averages may change.
- Please email teachers with questions or to schedule a meeting.
- Remember that some assignments take longer to grade than others and make-up work may not be included until the end of the grading period.

POLICIES AND PROCEDURES:**Returned Checks:**

All checks should be made payable to Woodruff Elementary School. There will be a \$25.00 fee for all returned checks.

Deliveries to School:

If your child has forgotten his or her book bag, lunch box, or another necessary item, please bring the item to the front lobby as early as possible. We do not accept deliveries of other items for students, such as flowers, balloons, stuffed animals, candies, etc. Deliveries requested by a teacher for a classroom can be dropped off.

Library Policies and Procedures:

All students are encouraged to check out books. Reading at home is a fundamental part of education. If you will not allow your students to check out books, please note this on a form that the media specialist will provide.

Students are responsible for all library materials checked out to them. If books are lost or damaged, the student is responsible for the cost of the book. Students will not be allowed to check out additional materials if they have overdue books or unpaid fines. If a book is paid for and later returned, the money will be refunded. All fees must be paid in order to receive the final report card and register for the next school year.

RELEASE OF STUDENT INFORMATION:

Proviso 1.9 in the 2002 General Assembly Appropriations Act

The agency placing a child in any situation that requires changing school districts must work with the schools to assure that all required school records, including confidential records, are transferred from the sending to the receiving school within three working days. School records to be transferred include grade transcripts, state birth certificate, certificate of immunization, social security card, attendance records, discipline records, IEP's, psychological reports (or notation in the school record that a psychological report on the child is available at the district office) and any other records necessary for the appropriate placement of the child in the new school. School districts must release all records upon presentation of a court order or appropriate permission for confidential release. If evaluation of placement is pending, the receiving district is responsible to secure information and to complete the placement. The receiving district will maintain appropriate confidentiality of all records received on a child.

Both federal and state regulations provide for the transfer of education records from one district to another for enrollment purposes without parental permission.

Current phone numbers must be provided so you can be reached at any time during the school year. It is imperative that we have a telephone number at which a parent or guardian can be reached in case of an emergency. Please remember to call the front office anytime there is a phone number and/or an address change. A proof of residency is required.

HEALTH SERVICES:

WES has a registered nurse on duty from 7:55 am – 2:45 pm Monday- Friday. Under our procedure, oral medication will be given, or topical medication will be applied only when prescribed by a licensed physician. A parent or guardian must bring the medicine to school in the **original container and must complete a written permission form for the medicine to be given**. These forms are available in the health room. **Over the counter medications will not be given at school unless prescribed by a physician.**

If a student has a health condition that requires specific treatment, for example, asthma, severe allergies to insect stings, diabetes, or seizure activity, emergency medication will be administered as written by a physician. Please bring Epi-Pen injection kits, inhalers, or necessary emergency medications to the school to be used, as necessary. Any food allergies that need to be observed by the school requires a physician's order. Forms available through the health room.

All medication must be brought to school and picked up by an adult.

Our students' health is important to us. Through a cooperative effort, we can ensure better health, improved attendance, and a higher level of academic achievement.

Criteria for Students Being Sent Home Due to Illness

1. Fever of 100 degrees or higher during the past 24 hours
2. A cold in the contagious stage; severe nasal discharge that is not clear in color
3. Any communicable diseases
4. Vomiting or diarrhea within 12 hours
5. Untreated head lice or scabies

Students who are sent home with a fever of 100 degrees or higher should remain at home the following day. After one full day at home, students may return if they are "fever free" without the use of medication for a period of 24 hours.

Accidents and Emergencies

Every effort is made to prevent accidents. However, in case of an accident, first aid will be provided by authorized school personnel. If it is considered serious or the child is uncomfortable, a parent will be contacted. EMS will be called if deemed necessary.

BREAKFAST AND LUNCH PROGRAM:

Breakfast begins each morning at 7:15 am and ends at 7:45 am. Only late bus students will be served after 7:45 am.

******Reminder** – Students should not bring carbonated drinks for lunch.

INVITATION TO PARENTS/GUARDIANS:

It is the desire of Woodruff Elementary School to involve parents/guardians in the activities of our school. Dedicated and devoted volunteers enhance the education of our students. There are many ways in which you may volunteer your services such as tutoring, resource speaker, reading to a class, chaperoning field trips, and volunteering for PTO events. Therefore, we invite you to become involved in your child's daily education routine. All volunteers are required to undergo a SLED Check evaluation.

VISITORS:

You are **WELCOME** in our school. Due to safety concerns, all visitors, parents/guardians, or volunteers are required to sign in at the front desk and state their purpose for the visit. **ALL VISITORS MUST WEAR A NAME TAG.** You will be directed to the appropriate destination. **NO ONE IS ALLOWED TO GO TO CLASSROOMS OR TRAVEL THROUGH THE SCHOOL BUILDING WITHOUT AUTHORIZATION.**

PARENTS' RIGHT TO KNOW:

Under federal law, parents have the right to know:

- Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Teacher qualifications can be accessed at Educator Qualification Search.

<https://ed.sc.gov/educators/teaching-in-south-carolina/professional-practices/educatorqualification-search/>

Parent Notification of Teacher's Non-Highly Qualified Status

In addition to the information that parents may request, a school that receives Title I funds must provide each individual parent a timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PARENT REMINDERS

Telephone Messages for Students:

Delivering personal messages to students during class time or at the end of the school day is disruptive to instruction, which is our primary mission. Classes cannot be interrupted to call students. It is not possible to accept and deliver messages to students during the school day. If a true emergency arises, we will be more than happy to assist you and give your student the necessary information.

Transportation Changes for Students:

Please make prior arrangements with your student regarding transportation changes. Anytime your child needs to change transportation, a note to the school or an in-person contact is required. The note should include the address change, phone number, and homeroom teacher. All notes should be submitted to the front office by 8:30 am. Thank you for helping to ensure the safety of your student.

Lost Items of Students:

The school cannot assume responsibility for lost clothing, lunch boxes, books, eyeglasses, etc. However, if you report them immediately, every effort will be made to locate the item(s). Placing the child's name on items in permanent marker will help identify items. Unclaimed clothing items are donated to local charities quarterly.

Communication of School Events:

Our school calendar is located on our **school website** at www.spartanburg4.org/wes. We will send home reminder **parent alert flyers** about the student events and recognition programs. We also post event reminders on the **school message board**. We value the communication between school and home. Thank you for supporting the programs at Woodruff Elementary School.

Celebrations:

Due to the increasing number of children with food allergies and dietary restrictions and in accordance with national guidelines, we cannot accept any foods as gifts for children. Cupcakes, cookies, and candies should not be sent to school unless requested by the teacher for class celebrations. If these are requested by a teacher, then these items must be pre-packaged, and factory sealed from the retailer. We encourage non-edible gifts for celebrations, such as pencils, stickers, etc. Thank you for your continued support and ensuring the safety of our students.

Playground Equipment:

While in the car line for pick-up, please refrain from allowing your children to play on the playground equipment during school hours. This is for your child's safety.

DISTRICT FOUR DRUG POLICY

The board adopts the stipulations of the Drug Act passed by the South Carolina Legislature. This act states that it is unlawful for any person to knowingly or intentionally possess a controlled substance (depressant, stimulant, counterfeit, or illegal drug) unless obtained from or pursuant to a valid prescription or ordered by a practitioner. Any student who violates this act is subject to suspension and/or expulsion from school and prosecution by law enforcement officers. In addition, students are to be notified that any person over 18 years of age who distributes a controlled substance to a person under 18 years of age shall be deemed guilty of a felony and sentenced to not more than 20 years in prison with no suspension and no probation as provided for in the Drug Act.

No student, regardless of age, will possess, use, abuse, sell, purchase, barter, distribute or be under the influence of alcoholic beverages, controlled or non-controlled substances, legal or illegal which may cause or tend to cause an excessive stimulant or depressant effect on the central nervous system, a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system, impairment to the structure or function of the body, an alteration of the mental state of the user, abnormal or disruptive behavior, or psychological or physical dependency in the following circumstances:

- On school property (including buildings, grounds, vehicles)
- At any school-sponsored activity, function, or event whether on or off school grounds (Including any place where an interscholastic athletic contest is taking place)
- During any field trip
- During any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

Such controlled or non-controlled substances, legal or illegal may include, but not be limited to the following: cocaine, crack cocaine, LSD, heroine, other hallucinogenic drugs, marijuana, synthetic drugs, look-alike drugs, psychedelics, inhalants, drug paraphernalia, (materials designed for use of or intended to be used for drug consumption) aromatic hydrocarbons, bath salts, synthetic marijuana, and similar substances. Please also note that prescription drugs are considered illegal unless being used as prescribed by a medical doctor for a specific student and are being administered through the health room.

No student will aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any alcoholic beverage, controlled or non-controlled substance, legal or illegal as described above by any other student or students in any of the circumstances listed above. No student will market or distribute any substance, which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance or any drug paraphernalia (materials designed for use of or intended to be used for drug consumption) in any of the circumstances listed above. All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances.

The administration will suspend students who violate this policy and may expel them. The board intends to expel all students who distribute or possess any controlled or non-controlled, legal, or illegal substances, which produce mind-altering effects on school grounds or at school events.

WOODRUFF ELEMENTARY SCHOOL STUDENT HANDBOOK

ACKNOWLEDGMENT FORM

Please complete and return to Homeroom Teacher.

The information in this handbook has been developed to help you become familiar with the facility, activities, and guidelines concerning your school. By no means is this manual inclusive. The school retains the right to alter or vary the application of these rules. The handbook is intended to help parents, students, and school personnel work together. Many guidelines are included in this document but by no means does it cover every situation. As new policies or regulations are developed by the school board, the State or Federal Statutes, additions and deletions will be made to this handbook.

Our signatures indicate that we have received, read, and understand the handbook.

Student Name (please print)

Student Signature

Date

Parent/Guardian Signature

Date

Student Data Page:

MAP Data:

	Fall 2023 score	Winter 2023 goal	Winter 2023 score	Spring 2024 goal	Spring 2024 score
Reading					
Math					