

WOODSTOCK ELEMENTARY SCHOOL
2023-24 STUDENT HANDBOOK

MESSAGE FROM THE PRINCIPAL:

Welcome to the 2023-24 school year. We look forward to a year of student, parent, and teacher engagement. This year we are going to put emphasis on attendance, achievement, kindness, and engagement. We are part of an amazing community, and we want CCSD to see us shine. With a continued focus on STEAM (Science, Technology, Engineering, Art, and Mathematics), we know that students will be engaged and take ownership of their learning. This year's theme is "Level Up". We are all at different places, but we can all take it to the next level! We look forward to a fabulous school year! If at any time you have questions or concerns, please do not hesitate to email me at ann.jordan@cherookeek12.net. We look forward to seeing all of you throughout the school year.
#wearewoodstock #levelup

Mrs. Ann Driver Jordan, Principal

STUDENT DISCIPLINE

To maintain appropriate instructional programs for students, good conduct is required. Therefore, all students shall be required to display behavior in keeping with their level of maturity. Students displaying inappropriate behavior will be subject to disciplinary action which may include in-school suspension, out-of-school suspension, or expulsion. The entire staff at Woodstock Elementary has the goal of establishing an atmosphere throughout the school in which children feel safe, secure, happy, and have a maximum opportunity to learn. In an effort to accomplish this goal, we have developed the following school wide rules:

1. **P**romote the Wildcat Team
2. **A**ccept Responsibility
3. **W**ork Hard
4. **S**how Respect

For further information, please refer to the CCSD Student/Parent Handbook by visiting www.cherokee.k12.ga.us.

ARRIVAL & DEPARTURE

Buses arrive at school from approximately 7:00 a.m. - 7:30 a.m. Car riders should not be dropped off before 7:00 a.m. Instructional class work begins at 7:35 a.m. therefore students are strongly encouraged to be in class at 7:30 a.m. to prepare for the days' activities. Students will not be counted as tardy until 7:35 a.m. Dismissal

begins at 2:15. p.m. Any car rider not picked up by 2:40 will be placed in our ASP Program, and a \$14 fee will be assessed.

Car Rider Line:

The car rider line opens promptly at 7:00 a.m. every day. Here is a breakdown of what the flow of traffic looks like in a timeline:

7:00-7:15 – Very light traffic (line rarely backs up)

Wait time typically is 0 minutes

7:15-7:30 – Light to moderate traffic (line moves consistently)

Wait time is typically 0-5 minutes

7:30-7:35 – Moderate to heavy traffic (line can begin backing up to intersection and can at times be hard to exit)

Wait time 5-10 minutes

ATTENDANCE

Students must be prompt and regular in attendance if satisfactory work is to be accomplished.

Excused Absences: The Georgia Board of Education states that students may be temporarily excused from school for only the following reasons:

1. for personal illness.
2. for a death or serious illness of a family member.
3. for recognized religious holidays observed by their faith.

4. for absences mandated by order of government agencies.
5. for conditions which render school attendance impossible or hazardous to their health and safety.

Re-admission to school: Any time a student is absent, the parent or guardian must provide a note from the doctor or write a note to the school explaining the reason for the absence.

Early Dismissals: Children are expected to remain at school throughout the school day unless a note is received by the student's teacher. Parents are encouraged to schedule doctor appointments after school hours when possible. Parents arriving to pick up children before dismissal are required to come to the school office with identification to sign the child out. Students will be called to the office to leave with parents. **Students cannot be checked out after 1:30.** A student becoming ill at school should inform the teacher. If necessary, parents will be contacted. **It is important for an emergency telephone number to be on file in the office.**

Tardy: Punctuality is an important characteristic for success in any vocation. Students who arrive after 7:35 a.m. must report to the office for a tardy pass before reporting to homeroom. Parents need to walk them in and sign them in.

Unexcused Absences: Excessive unexcused absences will be reported to the school social worker.

Make-Up Work: It is the child's responsibility to ask for all assignments he/she might have missed due to an absence from school.

CCSD DRESS CODE

A student shall not dress, groom, wear, or use emblems including insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. Woodstock Elementary Dress Code: County policy will be followed.

General Rule: Any clothing that is disruptive to the learning process of children will be considered a violation of our dress code.

1. Shorts should be worn under skirts during P.E. class.
2. Shoes should be appropriate for safety and comfort.
3. Flip flops are discouraged for safety reasons.

PBIS

Here at Woodstock Elementary School, we have adopted a program called PBIS. PBIS stands for Positive Behavior Intervention and Supports. PBIS is a process designed to create a positive, safe and more effective school environment. Research shows that when a school environment is positive and predictable across ALL school settings, students feel safer, have better academic performance, higher test results, and make better behavior choices.

Our PBIS motto is P.A.W.S.

Promote the Wildcat Team

Accept Responsibility

Work Hard

Show Respect

We use PBIS to:

- Teach and model expected behavior
- Reward positive behavior
- Establish ongoing behavior supports to be used by all students, staff, volunteers, and parents

FAMILY PARTNERSHIP

We encourage all faculty, staff, parents, grandparents, and friends of Woodstock Elementary to join the WES Family Partnership. Our family partnership is led by a PTA Executive Board who works with all stakeholders to hold events throughout the year. They work with WES administration to develop organizational goals and provide supplemental support throughout the year.

VISITORS / VOLUNTEERS

We encourage you to volunteer here at Woodstock Elementary. Volunteer/Mentor Applications can be accessed from your child's homeroom teacher or from the CCSD website. We require all parents volunteering for field trips to have a current Volunteer Application on file. Please remember that **ALL VISITORS MUST REPORT TO THE OFFICE TO SIGN IN AND RECEIVE A VISITOR'S BADGE.** No one will be allowed access to any part of the building without a visitor's badge.

PARENT / TEACHER CONFERENCES

Good communication between the school and home is essential for the best possible education for your child. Please use respectful language when addressing teachers. We, therefore, encourage a close relationship between parents and teachers by way of telephone and personal conferences. Please

follow the guidelines listed below when contacting the school:

1. Conferences should be arranged in advance and at a time when the teacher does not have students in the classroom, or is not on duty elsewhere.
2. Conferences may be arranged by calling or emailing the teacher.
3. Teachers are not available to answer a phone call during class time. Messages may be left with the school secretary.

RIDING A SCHOOL BUS

Riding the school bus is a privilege extended to students that can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey his/her requests. The school will give drivers full support. We recognize that a safe school bus operation is only possible with the full cooperation of parents, students, and school staff. Please do your part to ensure an accident-free school bus transportation program for Woodstock Elementary. **Cell phones are not permitted on the bus. We may refuse riding with friends if space is an issue.**

Please Note: Nothing should be attached to a book bag except for the school supplied transportation tag. Key chains, toys, etc. dangling from student's book bags pose an undue safety risk. Items can catch on handrails as the student exits the school bus.

TRANSPORTATION CHANGES

Please use the Transportation Calendar and keep it updated daily. If your child is to go home any other way than he/she normally goes, **he/she must bring a written note, signed by the parent, from home stating this change. Transportation changes via email or phone call will not be accepted.** If one child is going home with a friend, both children must have written permission. Please limit transportation changes whenever possible. Arrangements for after-school activities should be made before coming to school.

TELEPHONES

Students are not permitted to have cell phones, smart watches, or smart tiles at school. Students should ask to use the telephone only in case of an emergency. Permission must be granted by the classroom teacher. **If your emergency, home, or**

work telephone number changes at any time during the year, please notify the school.

SCHOOL LUNCH PROGRAM

Both breakfast and lunch are served in our school's cafeteria every day. Student lunches are \$2.45 per day or \$12.25 per week. Student breakfast is \$1.60. Extra milk is \$.50. Adult meals are \$4.00.

Applications for Free and Reduced meals should be filled out and returned to the school immediately. Electronic versions of this form can be accessed on the Express Gateway. You are encouraged to apply if you fall within the guidelines that will accompany the application. The information is kept confidential. Reduced student breakfasts are \$.30 per day and reduced student lunches are \$.40 per day. A well-balanced meal is provided, and we ask you to encourage your children to try things on his/her tray. Our menus are sent home monthly so you will be able to know what will be served for breakfast and lunch. Occasionally these menus have to be changed because of late deliveries or availability; however, most of them are served as listed. We expect children to eat and handle food properly. Any misuse of food will not be tolerated. We know you want your child to exhibit good manners at all times. **No glass bottled drinks are permitted.** If the noise exceeds an acceptable level, teachers reserve the right to put students or classes on "silent lunch".

Food purchased from outside "fast food" restaurants is not permitted in the school cafeteria.

Parents/Guardians are welcome to eat lunch with your child, however please do not invite other students to eat with you in the guest area.

TEXTBOOKS

Textbooks issued are the property of Woodstock Elementary School. They should be used with care and returned in good condition. Students and their parents are held accountable for textbooks which are lost, stolen, or damaged in any way.

SEVERE WEATHER

INCLEMENT WEATHER INFORMATION

If severe weather (such as sleet, snow, tornado, etc.) is approaching our area, and it becomes necessary to cancel school/close school early, the

announcement will be made on all Metropolitan Atlanta television stations (ABC, CBS, NBC and FOX), as well as, minimally, the following radio stations: WSB 750 AM, WGST 640 AM, WLJA 101.1 FM / WLJA 1560 AM. Emergency closure announcements will also be posted on the School District's website, www.cherookeek12.net, and will also be transmitted via social media avenues, such as the School District's Facebook and Twitter accounts.

RULES FOR BUS TRANSPORTATION AND STUDENT DRIVERS DURING SEVERE WEATHER:

- **TORNADO WATCH:** Principal will make decision on when to release students.
- **TORNADO WARNING:** Principal will not release buses and student drivers until the warning is lifted or the Superintendent or his designee gives permission.
- **THUNDERSTORMS:** Principal will make decision on when to release students.

MEDICATIONS

When at all possible, we encourage you to schedule your child's medication so that it may be given at home under your direct supervision. However, we realize that is not always possible. All medication must be brought to the school by an adult with the Medication Form.

Prescription medication is given at parental request if it is a prescription bottle with a prescription label accompanied by a specific timeline for administration. Over-the-counter medications such as aspirin products and cough syrups are given at parental request if they are in sealed containers and accompanied by the name of the medication and specific timeline for administration.

A school nurse is available to serve the needs of our children each school day. The nurse is trained in CPR and first aid and is responsible for assisting children with their prescription medication.

REPORT CARDS

Report cards will be issued every nine (9) weeks. Academic progress updates can be noted online throughout the year by parents in Parent Square

STUDENT BIRTHDAY SNACKS

You may send in cupcakes, cookies, or goodies to the entire class in honor of your child's birthday if you wish. Please notify the teacher in advance. It is recommended these items are store bought to alert

students with allergies. No flowers, balloons, or goody bags please.

VIDEOTAPING & PHOTOGRAPH

During the school year, your child may be videotaped while participating in various school activities, projects, or programs. **If you do not wish for your child to be videotaped, please advise the school in writing.**

INTERNET

Woodstock Elementary has Internet Access in the media center, computer lab, and classrooms. All Internet users must sign the Internet Acceptable Use Authorization Form. Student users must also have a parent or guardian sign the Parent or Guardian Authorization and their teacher sign the Sponsoring Teacher Authorization. All of the Cherokee County School District's Internet Service users are subject to the school district's rules and regulations. The purpose of the school Internet is to support research and the educational curriculum. The use of the Internet is a privilege and inappropriate use will result in cancellation of those privileges. **Students are not permitted on the Internet without supervision by a trained adult.**

STUDENT INSURANCE

School insurance is offered yearly as an option. An application is sent home at the beginning of the school year. The policy becomes effective upon the insurance company's receipt of the application and payment. Applications are available in the office for new students throughout the year.

LOST AND FOUND

The lost and found is located in the hallway near the gym. Please label items such as hats, gloves, sweaters, jackets, and lunch boxes. On the last day of every month, unclaimed lost and found items will be donated to a local charity.

OTHER INFORMATION

- In order to minimize disruption in the classroom, please bring **forgotten lunches, money, homework**, etc. to the office. We will be sure your child gets it.
- **Checks** are made payable to Woodstock Elementary unless otherwise indicated.
- **Fire Drills** are held once a month. Tornado and code red drills are practiced periodically.

- **Problems** should always be addressed with the teacher first; then, if necessary, discuss concerns with the administration.
- Students are **not permitted to bring toys, gum/candy, electronics, etc. to school.**
- Please make us aware of any **speech, hearing, vision, or medical problems** your child may have.

UNSTRUCTURED BREAK TIME

Students in grades K-5th will have unstructured break time. Students that have unfinished work or behavior issues may have this break withheld for a specific amount of time.